

# Rules & Regulations

---

*Platte County Regional Sewer District*

## **Table of Contents**

Section I - Purpose .....	3
Section II - Definitions .....	4
Section III – Board Procedures .....	6
A. Responsibility of Operations .....	6
B. Election of Officers .....	6
C. Regular Meetings .....	6
D. Recessed Meetings .....	6
E. Speaker Conduct .....	6
F. Quorum .....	6
G. Meeting Cancelation .....	6
Section IV – Service Rate Schedule .....	7
A. Multi-Family Dwellings .....	7
B. Rate Structure .....	7
C. Non-Residential Users .....	7
D. Rate Hearing .....	8
E. Rate Appeals .....	8
Section V – Applications and Fees .....	10
A. Application Forms .....	10
B. Security Deposit .....	10
C. Connection Fee .....	10
Section VI - Service Specifications .....	11
A. Connection .....	11
B. Inspections .....	14
C. Interconnections .....	14
D. Grinder Pumps .....	14
E. Swimming Pools .....	14

F. Continuity of Service .....	14
Section VII – Disconnection of Service .....	17
A. Voluntary Disconnection.....	17
B. Involuntary Disconnection by the District .....	17
C. Involuntary Disconnection by Other Public Bodies.....	18
Section VIII – Service Billing Procedures .....	20
A. Billing.....	20
B. Failure to Pay .....	20
C. Returned Checks .....	21
D. Debt Service .....	21
Section IX – Multiple Unit Connections .....	22
Section X – Change of Ownership .....	24
Section XI – Governmental and Public Bodies .....	25
Section XII – Extension of Sewer Collection Lines.....	26
Section XIII – Amendments to Rules .....	29
Section XIV - Separability .....	30
Section XV – Effective Date .....	31
Section XVI – Required Connections.....	32
Section XVII – Requirements of Authorized Connections.....	34
Section XVIII – Illegal Discharge into System .....	36
Section XIX – Negligent Property Destruction .....	40
Section XX - Employees.....	41
Section XXI – Regulation Enforcement .....	42
Section XXII – Inspection of New Sewer Construction.....	43
Section XXIII – Disclosure of Potential Conflicts of Interest.....	45
A. Personal Financial Disclosure Statements .....	45
B. Board Member Disclosure .....	45
C. Executive Director, Chief Purchasing Office, and General Counsel Disclosure .....	45
D. Adoption of Disclosure Policy .....	46

## **Section I - Purpose**

These rules and regulations have been adopted by the Board of Trustees of the Platte County Regional sewer District to govern the sanitary sewage collection and sewage treatment services furnished by the District. These regulations are adopted for the purpose of administering the Platte County Regional Sewer District and overseeing present and future sanitary sewer services in the unincorporated area of Platte County.

## **Section II - Definitions**

The following words and terms shall be added to the list of definitions and shall have the following meaning when used in these regulations unless the context specifically indicates otherwise.

**BOD** - (Denoting Biochemical Oxygen Demand) - shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees C, expressed in milligrams per liter.

**BUILDING DRAIN** - shall mean that part of the lowest horizontal piping of a drainage from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.

**BUILDING SEWER** - shall mean the extension from the building drain to the public sewer or other place of disposal.

**COMBINED SEWER** - shall mean a sewer receiving both surface runoff and sewage.

**CUSTOMER** - shall mean landowner

**EXECUTIVE DIRECTOR** - shall mean the Manager of the Platte County Regional Sewer District, or his authorized deputy, agent, or representative.

**GARBAGE** - shall mean solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

**INDUSTRIAL WASTES** - shall mean the liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.

**LANDOWNER** - shall mean person or persons holding title to a property according to the records of the Platte County Missouri Recorder of Deeds.

**NATURAL OUTLET** - shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.

**PERSON** - shall mean any individual, firm, company, association, society, corporation, or group.

**PH** - shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

**PROPERLY SHREDDED GARBAGE** - shall mean the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

PUBLIC SEWER - shall mean a sewer in which all owners of abutting properties has equal rights, and is controlled by public authority.

SANITARY SEWER - shall mean a sewer which carries sewage and which storm, surface, and groundwaters are not intentionally admitted.

SEWAGE - shall mean a combination of the water carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface, and stormwaters as may be present.

SEWAGE TREATMENT PLANT - shall mean any arrangement of devices and structures used for treating sewage.

SEWAGE WORKS - shall mean all facilities for collecting, pumping treating and disposing of sewage.

SEWER - shall mean a pipe or conduit for carrying sewage.

SHALL - is mandatory: "May" is permissive.

SLUG - shall mean any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

STORM DRAIN - (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

SUSPENDED SOLIDS - shall mean solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

USER - shall mean any property on which one or more generating units are situated where the property lies within 300 feet of any gravity sewage collection line that is 18 inches in diameter or less or any low pressure sewage collection line and where the sewage generating unit(s) lies 400 feet or less from said collection line.

WATERCOURSE - shall mean a channel in which a flow of water occurs, either continuously or intermittently.

## **Section III – Board Procedures**

### **A. Responsibility of Operations**

The Board shall have full responsibility for the administration and operations of the District.

### **B. Election of Officers**

At the June meeting of each calendar year, the Board shall elect a Chairman, Vice Chairman, Treasurer, and District Secretary who shall serve for a term of one year beginning at the next regular meeting of the Board.

### **C. Regular Meetings**

Regular meetings shall be held by the Board on the second Wednesday of each month, in addition, the chairman, at his discretion or at the request of a member, may call a special meeting. The meeting shall be opened promptly at the scheduled time.

### **D. Recessed Meetings**

The Board may recess any meeting due to lateness of the hour and continue such meeting at a later date. However, if the Board should recess a meeting, the date, time and place of such continuation shall be set by the Board before recessing the meeting.

### **E. Speaker Conduct**

All persons appearing before the Board shall stand and identify themselves before speaking. Any person who wishes to comment on an issue before the Board shall first be recognized by the chairman and shall direct their questions and comments to the Board.

### **F. Quorum**

The majority of the number of statutorily required members of the Board shall constitute a quorum.

### **G. Meeting Cancellation**

The chairman, or in the absence of the chairman, the secretary may cancel any board meeting if a quorum of the members will not be or are not present.

## **Section IV – Service Rate Schedule**

The Board shall establish the rate schedule for all sewer services provided by the District. The rate schedule shall be subject to annual review and adjustment by the Board. The Board shall establish the rate schedule in such a manner as to provide sufficient revenue and income to meet all of the costs of the District, to specifically include the costs of administration, operation, maintenance, depreciation, upgrading or replacement of equipment and payment of any principal of interest on any general or special obligation bonds therein outstanding.

### **A. Multi-Family Dwellings**

For the purpose of establishing the annual rate schedule for individual units within multi-family dwellings (buildings), average water usage will be calculated using the average water usage for the building divided by the total number of living units within the building.

### **B. Rate Structure**

Rates for each district within the Platte County Regional Sewer District are set based on the expected operational costs of the district. A base rate for basic service is established for each customer.

A district water usage average, as well as a water usage average for each customer is established on a yearly basis using actual water readings for three consecutive winter months. Based on the operational costs of the district, a rate per/1000 gallons of water is established. Each customer's final rate is calculated based on his/her average water usage for the previous year or the district average if no water usage is reported by the water provider.

Any "User" not connected to the sewage collection system available to them shall pay a monthly user fee equal to: the base rate for the district plus; the charge for average water usage equal to one gallon of water plus; any monthly charges established for repayment of debt.

If, due to the customer's long term absence from the property, the average water usage for any customer is less than the amount established by the water company or district to calculate minimum monthly water charges, then the district shall calculate the customer's average water usage at an amount equal to the minimum water usage established by the water company or district.

### **C. Non-Residential Users**

For the purpose of establishing the annual rate schedule for users in this category, Equivalent Billing Units shall be established for each address. If the total square footage of any given address is more than 3,000, the Equivalent Billing Units shall be determined by adding together the total square footage of each floor of the building and dividing by 3,000. Fractions shall be rounded down to the nearest whole number. The "Billed Units" shall equal the Equivalent Billing Units as established by this formula. Average water usage will be calculated using the

average water usage for the building divided by the total number of Equivalent Billing Units within the building.

Total Square Feet

\_\_\_\_\_ = Equivalent Billing Units

3,000

#### **D. Rate Hearing**

1. A public hearing to propose an increase in rates shall not be considered valid unless the following conditions are met:
  - a. The rate hearing must be published on the bills of affected customers no later than thirty (30) days before the hearing.
  - b. A notice of the hearing shall be posted at the District's main office, Platte City and Parkville city halls, Platte County offices in Platte City, and the Mid-Continent Public Library branch in Parkville.
  - c. Notice of the public hearing shall be published at least 30 calendar days prior to the rate hearing in a newspaper circulated in Platte County and on the District's web page.
  - d. The proposed rate change shall be posted at the District's main office at least 10 calendar days prior to the hearing date(s).
2. Rate hearings are limited to one per calendar year for each district that is subject to a proposed increase.

#### **E. Rate Appeals**

Any customer whose calculated rate for the coming year is higher than the base rate, may appeal to the Executive Director or his designee. Rate appeals may only be granted in the following instances:

1. Change of ownership
  - a. proof of purchase with purchase date must be provided
  - b. purchaser must be planning to occupy residence for which appeal is being filed
  - c. three (3) consecutive months of water usage from a previous residence occupied by the purchaser must be provided
  - d. water usage provided must have been billed within 12 months of the date of purchase
2. Abnormal water usage during the months used to establish water usage averages
  - a. If caused by a leak or by a problem of a similar nature proof of repair of the problem must be provided
  - b. Twelve (12) consecutive months of water usage for the service address for which the appeal is being filed

3. In the case of apartment complexes consisting of multi-family units of 5 or more units per building, the owner of any apartment complex may not file rate appeals for individual buildings. However, the owner of an apartment complex may file a rate appeal on ALL buildings within the complex providing the most recent past twelve (12) consecutive months of water usage for the service address for which each appeal is being filed. Upon completion of the review of all appeals within the complex, the following will be applied:
  - a. 12 month averages per building that are lower than originally billed by the District shall be reduced to reflect the average actual 12 month usage and the monthly billing will be lowered to reflect that change.
  - b. 12 month averages per building that are higher than originally billed by the District shall be increased to reflect the average actual 12 month usage and the monthly billing will be increased to reflect that change.
4. In the case where a new tenant has moved into a duplex rental unit, rate appeals may be granted as follows:
  - a. Rate appeal must be filed within 45 days of the effective date of the new lease agreement
  - b. proof showing effective date of the new lease agreement must be provided
  - c. three (3) consecutive months of water usage from a previous residence occupied by the lessee must be provided
  - d. water usage provided must have been billed within twelve (12) months of the effective date of the new lease agreement
  - e. rate appeal approval or denial will be directed to the property owner along with new billing information if warranted

In no case will approved rate appeals be retroactive but in all cases any revised rate(s) will take effect during the next billing period following the appeal.

Rate appeals will be accepted up to January 1st for the year which the rate is to become effective or 45 days following the date of notification of rates, whichever is later.

If the customer is not satisfied with the decision of the Executive Director, he may within 30 days ask in writing to present his appeal to the full board of the PCRSD.

## **Section V – Applications and Fees**

### **A. Application Forms**

All applicants shall complete an application form by supplying all information required by the Board. The District shall not provide sewer services to any applicant who fails to provide all information required on the application form.

### **B. Security Deposit**

The District shall collect a security deposit from the landowner for each sewage generating unit located on his property. The security deposit shall be in the sum of \$40 for customers not paying some form of debt service to the PCRSD and \$60 for customers paying some form of debt service to the PCRSD. The District shall refund the deposit to the landowner without interest upon termination of his use of the District's sewer collection and treatment system and upon written application by the landowner therefore; provided, however, that the District may at its option deduct from the security deposit all unpaid charges, late charges, penalties and interest incurred by the user pursuant to these regulations. Failure to pay a security deposit as required in this paragraph may result in disconnection of sewer service under the procedure set forth in Section VII of these regulations.

The District shall keep all security deposits in an unique bank account or accounts established to hold such deposits. Any interest accruing on such deposits shall become the sole property of the Sewer District and no landowner shall have any claim for or to such interest or any portion thereof for any reason. The interest shall be used by the District in the same manner as revenue received pursuant to sewage collection and treatment operations.

### **C. Connection Fee**

See Section VI.

## Section VI - Service Specifications

### A. Connection

The connection of any sewage generating unit to the District's sewer collection and treatment system shall be done at the landowner's sole expense and in accordance with the District's specifications for the construction of sanitary sewer service connection lines. The actual physical connection shall be constructed under the direct supervision and control of the District. The landowner shall pay a fee to the District for supervision services, which fee shall be not less than the cost to the District of said services.

Any property owner wishing to connect sewer service into an existing sewer district under the operational authority of the Platte County Regional Sewer District shall pay a connection fee based on the following formulas:

All fees will be based on the approved chart of "Equivalent Dwelling Units"(EDU's).

1. If the property is not subject to a Neighborhood Improvement District or other debt incurred and being repaid by PCRSD for construction of a neighborhood sanitary sewage collection and/or treatment systems, the residential connection/impact fee per connection shall be \$500.00.
2. Connections to the Brush Creek collection system that will ultimately be treated at the Brush Creek Treatment Facility the residential connection/impact fee per connection shall be determined by watershed and shall be:

Rush Creek Watershed -	\$2,887.00 per EDU
Hidden Valley Watershed -	\$2,839.00 per EDU
Brush Creek Watershed (Brush Creek Interceptor) -	\$2,131.00 per EDU

3. If the property is in a Neighborhood Improvement District or any other area subject to any other form of debt service charge and is not currently being charged on a monthly basis and if service line connections were made as part of the PCRSD construction contract, the connection/impact fee per connection will be 90% of the final cost per connection (cash price) as long as Neighborhood Improvement District charges or debt service charges for that district are being collected for retirement of debt. Beginning January 1 after the second full year of operation of said system, the connection/impact fee shall decrease by 3% each January 1. At no time shall the connection/impact fee be less than that established by other paragraphs of this section (Section VI).
4. If the property is in a Neighborhood Improvement District or any other area subject to any other form of debt service charge and is not currently being charged on a monthly

basis and if service line connections were NOT made as part of the PCRSD construction contract, the connection/impact fee per connection will be 100% of the final cost per connection (cash price) as long as Neighborhood Improvement District charges or debt service charges for that district are being collected for retirement of debt. Beginning January 1 after the second full year of operation of said system, the connection/impact fee shall decrease by 3% each January 1. At no time shall the connection/impact fee be less than that established by other paragraphs of this section (Section VI).

Source of Flow		Equivalent Dwelling Units (EDU)			Parameter	
<b>RESIDENTIAL</b>						
	Residential (single family)	1			per	living unit
	Residential (fewer than 5 rental units per	1			per	living unit
	Residential (5 or more rental units per building)	.65			per	living unit
	Hotel/Motel	0.35			per	guest room
	with meeting room	0.35	+	0.6	per	1000 sq ft
	Clubhouse					
	without golf course			3.5	per	1000 sq ft
	with golf course	3	+	3.5	per	1000 sq ft
	apartment complex	1			per	1000 sq ft
<b>INSTITUTIONAL</b>						
	Hospital	0.8			per	bed
	Medical Center (Doctor's Office/Lab/Dentist)	0.4			per	1000 sq ft
	Nursing Home	0.5			per	bed
	Retirement/Assisted Living Home	0.4			per	unit
	Prison/Jail	0.4			per	inmate
	Schools					
	Elementary	0.8			per	1000 sq ft
	Middle/Jr. High	1			per	1000 sq ft
	High	1.2			per	1000 sq ft
	Daycare/Nursery/Preschool	1			per	1000 sq ft
	Church	0.5			per	1000 sq ft
<b>COMMERCIAL/RETAIL</b>						
	Office – General	0.3			per	1000 sq ft
	Strip Center - undetermined use	1.2			per	1000 sq ft
	Retail Store	0.2			per	1000 sq ft
	Warehouse	0.1			per	1000 sq ft
	Shopping Centers and Stores	0.35			per	1000 sq ft

Source of Flow		Equivalent Dwelling Units (EDU)			Parameter	
Restaurants						
	Drive-in	0.1			per	parking space
	Fast Food (disposable plates, glasses, etc)	2			per	1000 sq ft
	Dine-in	3.5			per	1000 sq ft
	Bars/Lounges	2.4			per	1000 sq ft
	Animal Clinics	1			per	1000 sq ft
	Automobile Dealerships	0.8			per	dealership
	per bay beyond first five bays		+	0.1	per	service bay
Automobile Service						
	Fast Service	0.5			per	service bay
	Major Service	0.25			per	service bay
Car Wash						
	Self Service	3			per	stall
	Automatic	6			per	stall
	Gas Station	1			per	1000 sq ft
	With convenience center		+	0.3	per	1000 sq ft
	With showers		+	0.3	per	shower stall
	With Service Bay		+	0.1	per	service bay
	With Restaurant		+	2	per	1000 sq ft
	With Fast Food Restaurant		+	1	per	1000 sq ft
	With Sleeping Rooms		+	0.3	per	sleeping room
	With Laundry Facilities		+	0.6	per	washing machine
	Laundromat	0.6			per	washing machine
	Dry Cleaner	0.3			per	1000 sq ft
	Beauty/Barber Shop	0.4			per	1000 sq ft
<b>ENTERTAINMENT</b>						
	Auditorium	0.6			per	1000 sq ft
	Bowling Alley	1			per	1000 sq ft
	Movie Theatre	0.8			per	1000 sq ft
<b>ALL OTHER APPLICATIONS</b>						
		1			per	1000 sq ft
**	Connection Fee = Rate X (EDU's)					
***	1000 square foot minimum for any application					

## **B. Inspections**

All piping work related to the service connection shall be submitted for inspection by the District before the underground work is covered. Any piping work that is covered without prior notice to the District shall be uncovered to allow inspection by the District. If the District inspector should determine that the piping work is defective, the inspector may insist and require that the work be corrected before the physical connection to the District sewer collection and treatment system will be approved and completed.

Persons holding a PCRSD connection permit will be subject to all Rules and Regulations of the District and, during construction of the dwelling(s), will be billed monthly from the date of inspection. The applicable PCRSD user fee rate will be used during the construction period based on an average water usage of 1 gallon of water per month until the dwelling is completed and available for occupancy. At that time the District shall assess monthly service charges against the dwelling in accordance with the District's standard rate schedule.

## **C. Interconnections**

The District will not allow the physical connection of any pipe system or equipment with the District sewer collection and treatment system unless specifically approved by the district engineer.

## **D. Grinder Pumps**

Grinder pumps installed within PCRSD boundaries shall be the sole responsibility of the property owner.

## **E. Swimming Pools**

The District will not allow any new physical connection of any swimming pool, either public or private, with the District's sewer collection and treatment system. Any new pool must drain into the storm drainage system if present in the area, or other drainage system as acceptable under state and federal guidelines.

## **F. Continuity of Service**

The District will make all reasonable efforts to supply continuous, uninterrupted service to its customers. However, the District shall have the right to interrupt service for the purpose of making repairs, connections, extensions and other necessary work. The District will attempt to notify sewer users who may be affected by such interruptions whenever reasonably possible. The District does not accept responsibility and shall not be liable for losses, which may occur due to interruptions of service for any cause and does not accept responsibility for losses due to failure of the District to notify any customer of such interruptions.

In an effort to properly protect property of PCRSD customers, it is recommended that the owners of property(s) connected to Platte County Regional Sewer District (PCRSD) sewage systems, obtain and maintain an insurance policy or policy endorsement that specifically covers claims involving sanitary sewage backup.

PCRSD will make every effort to avoid these types of incidents. Unfortunately, backups do occur from time to time involving improper disposal of items into the sewer system, pipe deterioration, or equipment failure.

For private service line maintenance as well as PCRSD collection lines and equipment, items such as grease, condoms, sanitary napkins, diapers, should not be disposed of through the sewer system. Grease cools quickly as it makes contact with water sitting in sewer pipes. As it cools it solidifies. Continuous disposal of grease through the sewer system can create blocked lines.

When and if a sewer backup has occurred, it is the property owner's responsibility to:

1. Contact someone to check the property owner's service line for blockage. Service lines are the responsibility of each individual property owner beginning at the point of connection to a PCRSD main line or collector line. If the connection to the main line or collector line is found to be in disrepair, the repair of the connection is the responsibility of the property owner.
2. If the privately owned service line is found to be functioning properly, a service call should be made to PCRSD. If the call is an emergency call, a staff member will be dispatched to the property to determine if PCRSD lines are causing a backup or to determine if PCRSD equipment is functioning properly.

If it is determined that PCRSD lines and/or equipment are operating properly, any claims involving the reported sewer backup are the sole responsibility of the property owner.

If it is determined that a sewer backup has occurred due to PCRSD lines and/or equipment malfunction, it shall be the property owner's responsibility to:

1. Take pictures of the area of the dwelling affected by the back-up
2. File a claim with the property owner's insurance agent
3. Present PCRSD with a copy of the claim
4. Provide PCRSD with a letter or document from the insurer verifying coverage or non-coverage for the claim

It shall be the responsibility of PCRSD to:

1. Verify the functionality of PCRSD lines and/or equipment at the time of the backup
2. Remedy any problem found involving PCRSD lines and/or equipment
3. Notify the person reporting the problem of its findings
4. Assist the property owner in providing pertinent information required by the property owner's insurer

In cases where PCRSD lines and/or equipment are found to be the cause for sewer backup into private service lines AND

WHEN the insured has provided PCRSD with all requested documentation, including pictures, quotes for repair, a list of items damaged, the age of items listed, (a depreciated value will be applied based on the life of an item), bills or receipts for items purchased

THEN PCRSD will submit the claim to its insurer.

## **Section VII – Disconnection of Service**

### **A. Voluntary Disconnection**

The District shall allow for disconnection of the user's sanitary sewer service line ~~and~~ from the District's sanitary sewage collection and treatment system upon written request of the landowner, verification of written notification of the proposed disconnection from the property owner to the Health Department, and upon the payment of all charges due to the District.

Contractors performing services to disconnect sanitary sewer service lines from the District's system shall be directed to contact the District to obtain a construction permit for performance of said work. All work done to perform the disconnection must be inspected by District staff prior to backfill of any excavated materials.

In the event that sewer service is disconnected voluntarily, the reconnection shall be made only if the security deposit is paid and the applicant complies with all other provisions of these regulations.

In the event that an applicant for sanitary sewer service has purchased or otherwise acquired the property and holds title thereto and the previous landowner had discontinued service, the applicant shall be required to pay any past due fees, assessments, and/or liens against the property, pay a security deposit, apply for a connection permit and pay a reconnection charge equal to the system development charge for that service area.

### **B. Involuntary Disconnection by the District**

Should sewer charges to a property be unpaid for a period in excess of sixty (60) days, the District, after following the procedures set forth in this subparagraph, shall have the authority at its discretion to physically disconnect the landowner's sewer line from the District's line or to request any private water company, public water supply district or any municipality supplying water to the premises to discontinue service to the premises until such time as the sewer charges and all related costs, including interest, attorneys fees, recording fees and costs of disconnection and reconnection are paid in full. In addition to the procedure set forth herein, where misrepresentation of use of the system is indicated or a dangerous condition is found to exist upon the premises, sewer service may be discontinued without notice. The disconnection of sewer service to a property for any reason shall not prevent the District from pursuing its lawful remedies by action at law or otherwise for the collection of charges due from the landowner.

Services rendered by the District under any application, contract or agreement may be physically disconnected by the District for any of the following reasons:

1. Introduction into the District's system of any chemical, chemical water or by-product harmful to the pipe, sewage treatment facility or other equipment of the District or incompatible with the specifications of the Missouri Department of Natural Resources.
2. Willful, intentional or grossly negligent use, treatment, injury or care of the system of the District.
3. Failure to supply the District employees free and reasonable access to property supplied with sewage treatment or obstruction of the way of ingress to the piping or other appliances controlling or regulating the sewage system.
4. Non-payment of any account for sewer service supplied or for any other fee or charge accruing under these regulations, the rate schedule of the District or the by-laws of the District.
5. Vacancy/Abandonment of the premises.
6. Violation of any regulation of the District.
7. The new connection of any swimming pool to the sewage system.

Before involuntary disconnection by the District, the landowner shall be notified by mail that he has a right to a hearing. The notice shall specify the reason(s) for the proposed disconnection of service. The landowner will have fifteen (15) days from the date of the letter to contact the PCRSD office to schedule a hearing before the Board to present any and all evidence contesting the reason for the proposed involuntary disconnection, including any evidence contesting the amount of the arrearages and other related costs. The notice shall include a statement that involuntary disconnection will take place if a hearing is not requested within the fifteen (15) day period.

After the hearing, the Board may affirm the involuntary disconnection, may prohibit such proposed disconnection or may specify conditions to be met by the landowner to avoid such disconnection. The Board shall allow no more than an additional two weeks to meet the required conditions before involuntary disconnection may be implemented.

### **C. Involuntary Disconnection by Other Public Bodies**

The District shall allow for involuntary discontinued sanitary sewer service by disconnection from the District's sanitary sewage collection and treatment system upon written request from the governing public body. If collection of fees owed to the District is to be postponed, a request to postpone collection of any past due fees, assessments, and/or liens against the property until such time that reconnection of the property to the system is requested shall be made part of the written notification.

Contractors performing services to disconnect sanitary sewer service lines from the District's system shall be directed to contact the District to obtain a construction permit to perform said work. All work done to perform the disconnection must be inspected by District staff prior to backfill of any excavated materials.

The owner, subsequent to the involuntary disconnection performed under this section, or any other person who has otherwise acquired the property and holds title thereto, upon application to make reconnection to the sanitary sewer system shall be required to pay any and all previously accrued unpaid charges and any and all fees necessary to satisfy all liens previously filed on the property by the District. The reconnection shall be made only if the security deposit is paid and the applicant complies with all other provisions of these regulations.

## **Section VIII – Service Billing Procedures**

### **A. Billing**

Bills may be submitted to District customers on an annual basis or on a monthly basis at the direction of the Board. Bills are due on the first day of each month. Bills not paid by the fifteenth (15th) day following the close of the service period shall be subject to a ten (10%) percent late charge. Failure of the District to submit bills shall not excuse the landowner from his obligation to pay for the sewer service provided.

Property ownership is determined on the first day of each month. Owners of any PCRSD served property on the first day of each month are responsible for the user fee for that month. There will be no partial billings by PCRSD. Anyone purchasing a property that is new or who connects a new property which becomes operational within the first 15 days of any month will be billed in full for that month.

### **B. Failure to Pay**

If the landowner should fail to pay a bill by the fortieth (40th) day following the close of a service period, the District may subject the landowner to any or all of the following sanctions:

1. The District may institute legal proceedings against the landowner or occupant or both for collection of all amounts due. The District may seek, in addition to the amount due under the sewer service bill, court costs and reasonable attorneys fees if the District retains an attorney to assist in collection.
2. The District may file in the Office of the Recorder of Deeds of Platte County, Missouri, a notice of lis pendens of any lawsuit instituted by the District.
3. The District may file a Notice of Delinquency pursuant to Section 204.455 RSMo. 2000, as amended, in the Office of the Recorder of Deeds of Platte County, Missouri, creating a lien on the property of the landowner in favor of the District.
4. The District may disconnect sewer service to the property in accordance with the procedure set forth in Section VII. All costs of disconnection of a sewer connection shall be billed to and paid by the landowner and shall be deducted from the security deposit, and any balance so remaining shall be collected by the District in the manner provided by law for the collection of unpaid sewer charges. Any damage resulting to any tenant of the landowner or landowner's property as a result of disconnection of sewer service shall not be the responsibility of the District, its agents or employees.
5. The District may request any private water company, public water supply district or municipality supplying water to the premises to discontinue water service to the premises in accordance with the procedures set forth in Section VII.

Any customer with a delinquent PCRSD account shall not be allowed to open an account for another property in the district or to make an additional connection to the sewer system until all delinquencies with the PCRSD have been paid in full.

**C. Returned Checks**

Any customer submitting a check to the District which is dishonored by the payor bank shall be subject to a Fifteen and no/100 Dollars (\$15.00) service charge for every returned check.

**D. Debt Service**

From time to time, the District may incur debt for sewer service construction projects. Upon completion of the project, the total cost of the debt service shall be determined and assessed equally among the affected sewage generating units. The District shall evaluate each debt service assessment every year and make necessary adjustments to meet all debt service payments and bond covenants.

Debt service assessments will be billed and due with the monthly sewer service charges. Once enough funds have been collected to pay all costs associated with the debt, the assessments will be removed.

## **Section IX – Multiple Unit Connections**

A. The standard sewer connection is designed for the sole use of a single sewage generation unit, and does not permit the extension of pipes to collect sanitary sewage from more than one sewage generating unit. Expressly prohibited from multiple unit connections are:

Single Family Dwellings

Duplexes

Fourplexes

B. Multiple unit connections are permitted in the following instances when single connections per unit are not possible, nor practicable:

High Rise Multi-family dwellings

Apartments consisting of stacked units more than two stories high and having more than 5 units per building

High Rise Office Buildings

Condominium Office Buildings with Owner's Association and related covenants

Hotel / Motel

Upon application for connection the sanitary sewer system it is understood by the applicant that all guidelines outside of section IX of the Rules and Regulations of PCRSD also apply to the applicant without exception.

Upon application for connection, the property owner or responsible association shall pay an impact/connection fee based on the equivalent dwelling units (EDU). A separate security deposit shall be paid for each sewage generating unit. A monthly user fee and related charges will be assessed per unit within each approved multiple connection building.

Prior to approval of connection of any multiple unit to the sanitary sewer system:

A statement of building space use, once finished, must be presented in written form (which will be used to calculate connection/impact fees)

Covenant documents must be approved by PCRSD

Covenant documents must be recorded with the Platte County Recorder of Deeds

Covenant documents must be referred to by Book, Page, and Document Number from the recorded document on as built plans and construction documents

A site plan must be submitted which includes:

Legal description

Site location map

Property lines

Sewer main and manholes

Point of connection

Service line routing

All easements on the property

All utilities on the property

Covenant documents shall at a minimum include the following:

A statement of responsibility for maintenance, repair, and/or replacement of the common elements of those items related to sanitary sewer

A statement of declaration, authorizing PCRSD as an authorized utility having all rights and privileges of all platted easements

A statement of responsibility assuring payment of all fees, fines and assessments billed by PCRSD

Upon completion of the building shell and prior to any tenant/owner finish, plans for completing individual space for occupancy must be received by PCRSD. It is the responsibility of the building or space owner to notify PCRSD of plans to occupy the space prior to occupancy.

Upon receipt of finish plans and prior to occupancy, there will be a monthly user charge based on the minimum builder rate. Upon occupancy, the rate will be adjusted and will be billed according to the current user charges at that time based on an average monthly water usage derived from the district-wide average water usage. Should the space become vacant, the monthly charges will not change until the following year when rates are established and property owners are notified of rates for the following year.

At any time, should the use of the space change from the original statement of building space use, connection/impact fees will be reassessed and if warranted from the EDU chart, additional charges will be charged. Payment of additional fees will be required from the tenant, space owner, or Association prior to any finish activity. In no case shall fees be refunded for a change in use.

## **Section X – Change of Ownership**

It shall be the landowner's responsibility to notify PCRSD regarding any change of ownership and to request the return of the balance of the security deposit less any amount due the District. The original landowner will remain responsible for payment of all sewer service fees until such time PCRSD has been notified of the sale of the property and the new ownership is reflected in the records of the Platte County Recorder of Deeds.

## **Section XI – Governmental and Public Bodies**

The district may enter specific contracts with any political subdivision or public entity applying different rates or specifications from those set forth in the annual rate schedule and these rules and regulations. Such contract may be for any services supplied by the District or to the District by any political subdivision or public entity.

## Section XII – Extension of Sewer Collection Lines

All costs related to the extension of sewage collection lines shall be borne by the developer. In addition, the developer shall:

- A. Submit to the District's engineer for review and approval plan-profile drawings of the proposed sewer line extensions along with a copy of the application to the Missouri Department of Natural Resources for a construction permit. The District shall review and approve all plans for proposed sewer line extensions after approval by the District's engineer. All extensions are to be designed by and the plans prepared under the direct supervision of an engineer registered in the State of Missouri. The design shall be in accordance with PCRSD Design Criteria.
- B. Construct the Sewer Extensions as Designed, in full compliance with all construction specifications and standards adopted by the Board.
- C. Reimburse the District for all costs of review of developers design plans by the District engineer.

1. The person/developer submitting a preliminary and or final plat which requires a review by the District Engineer, will at that time pay the required review fee based on a a minimum fee of One hundred fifty dollars (\$150.00) plus fifteen cents (\$.15) per linear foot of proposed gravity sewer plus twenty cents (\$.20) per linear foot of proposed pressure sewer.

Any additional costs for reiew shall be billed to the applicant once final plans have been approved with costs being based on the District's contract with the consulting engineer. Construction permits will not be issued for any project in which the applicant has an outstanding unpaid balance with the District.

- D. Pay to the District, prior to the start of construction, a minimum inspection fee for inspection of the actual construction of the project by the District engineer. The amount of said fee will be determined prior to start of construction.
- E. Reimburse the District for actual costs of all attorneys fees incurred by the District in the formulation, negotiation, review and handling of the sewer extension project.
- F. Post performance bonds prior to the start of Construction using the following guidelines:

Performance and Maintenance Bonds 100% held for a three (3) year periodof cost following acceptance by PCRSD

The executed bonds shall name the PCRSD as the reigning authority and shall be approved by the PCRSD attorney prior to purchase and prior to start of construction. The amount of the bond shall be approved by the District engineer and the PCRSD Board prior to start of construction.

- G. Construct all sewer lines and appurtenances in dedicated easement(s) in the name of the District, or in utility easements. Developer shall deliver to the PCRSD Attorney ownership and encumbrance certificates and recorded easements for all installations not in dedicated utility easements. All easements shall meet the minimum requirements of the PCRSD design criteria unless otherwise approved by the PCRSD Board.
- H. Obtain all necessary permits, licenses and approvals for the construction and operation of a sanitary sewage collection and/or treatment system. The District shall cooperate in making application for all necessary licenses, permits, and approvals.
- I. Supply the District, the District engineer, and the District attorney with copies of all applications for licenses, permits, and approvals and with copies of all licenses, permits, and approvals obtained by developer. Developer shall also supply the District engineer with copies of all plans, construction documents, bonds, contracts, change orders, correspondence and all other documents or plans used or generated in the course of the sewer system extension project.

Insure that all mandatory testing has been provided and upon completion of construction televise and record all newly constructed sanitary sewers, providing a copy of the video or CD, along with detailed written documentation of the televised line.

All testing procedures shall be coordinated and scheduled with PCRSD inspection staff to insure their availability to observe testing. Available times will be 8 A.M to 5 P.M. Monday through Friday excepting holidays and vacations.

- J. Deliver to the District engineer as-built plans of the project, showing the metes and bounds description of the sewer line as installed, with elevations at appropriate points. The plans shall also show the actual connection points of each sewage generating unit to the collection line installed by the developer, described with sufficient particularity to locate each connection point, together with information concerning the depth of each connection point.
- K. Upon completion of the sewer extension project, deliver to the District executed bills of sale, quit-claim deed, warranty deeds and all other documents necessary to convey ownership of the sanitary sewage collection system to the District. The District engineer shall certify to the Board that all costs of construction have been paid, that all contract requirements of the developers have been completed, and that developers have paid all payments due the District.

- L. No sewage shall be introduced into the new sewer lines until District has accepted the sanitary sewage collection system pursuant to the preceding paragraph.
- M. All sewage generating units and users of the sewer system, including those serviced by any extension, shall be governed by the Rules and Regulations of the District, including user charges, connection fees, and late charges.
- N. When a new sewer project is constructed and connects into an existing sub-unit currently being assessed for sewer construction, the residents of the proposed sewer system will be responsible for a one time user charge (to be paid to the existing system account) equal to:

$$\frac{(a \ b/c) * (X \ Y)}{d}$$

a = ft. of line in existing system to be used.

b = Dollars per foot to construct line used in existing district.

c = Number of years existing system was financed.

d = Total users of both/all systems involved.

x = Remaining number of years assessment is to be paid on existing system.

y = number of users of the proposed system.

This charge will be credited to the existing sub-districts operating account to be applied toward current operating costs and/or debt retirement.

### **Section XIII – Amendments to Rules**

The Board may, from time to time, amend these Rules and Regulations. Such amendment shall be adopted during a meeting of the Board. Public notice of any amendment shall not be required.

## **Section XIV - Separability**

If any section, clause, provision or portion of these Rules and Regulations shall be held to be invalid or unconstitutional by any court of competent jurisdiction. Such decision shall not affect any other section, clause, provisions or portion of these Rules and Regulations.

## **Section XV – Effective Date**

These Rules and Regulations shall become effective on July 23, 1992.<sup>1</sup>

---

<sup>1</sup> The Rules and Regulations were adopted by the Board of Trustees July 23, 1992.

## Section XVI – Required Connections

A new section created requiring the connection to a centralized sanitary sewer system when said public sewer system is located within three hundred (300) feet of the owner's property line and within four hundred (400) feet of the sewage generating unit.

- A. The owner of all houses, buildings, or properties used for human employment, recreation, or other purposes, situated within the established boundaries of the Platte County Regional Sewer District and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the Platte County Regional Sewer District, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of these rules and regulations, within one hundred eighty (180) days after date of official notice to do so, provided that said public sewer is within three hundred (300) of the property line and within four hundred (400) feet of the sewage generating unit.

Sewer connection inspections are required by the Platte County Regional Sewer District but the inspection/connection fee would be waived for one hundred eighty (180) days following the completion of new sewer projects for people within the newly formed district(s) and who are being assessed as a part of the new district(s).

- B. Where a public sanitary sewer is not available under the provisions of this Section, the building sewer shall be connected to a private sewage disposal system complying with the Rules and Regulations of the Platte County Health Department.
- C. At such time as a public sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the public sewer in compliance with these Rules and Regulations, and any septic tanks, cesspools, and similar private disposal facilities shall be abandoned and filled with a suitable material. A customer who does not connect to the system within 180 days and who meets the criteria established in the definition of a "USER" shall be responsible for payment of the established monthly user fee established for the system to which the sewage generating unit has access for connection.
- D. If a property is required to connect to a proposed or newly constructed sanitary sewer interceptor due to distance from said line, the property owner may request from the PCRSD Board of Trustees, a variance from the existing connection requirement if all of the following criteria are met:

Improvements being proposed or constructed are not funded from existing PCRSD funds, PCRSD bonds, state funds, or federal funds.

Property owner provides two (2) estimates from licensed contractors for the cost of connection of their property to the proposed sanitary sewer system, one of which shall be the PCRSD approved line repair contractor.

Property owner shall provide written certification that the existing on-site system is properly operating in accordance with current Health Department standards at the time the request is made. The working order of the system shall be certified and submitted to PCRSD once every three years. Failure to provide certification will invalidate any previous variance and the property will be required to connect to the system within 6 months of the 3 year anniversary of the last approved variance.

No physical additions or improvements to the existing on-site system shall be allowed without prior approval of the PCRSD Board of Trustees.

Upon receipt of the required information together with a letter of request explaining the reason(s) for the request, the Board of Trustees shall review the information and shall make a final determination regarding the request. The property owner shall be notified in writing of the Board's decision.

If the request for variance is denied, all other PCRSD requirements shall be met by the property owner as stated in PCRSD Rules and Regulations.

- E. No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by the Platte County Health Department.

## Section XVII – Requirements of Authorized Connections

A new section created relating to sanitary sewer and sanitary sewer connections governed by the Platte County Regional Sewer District (PCRSB).

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the PCRSB office.

There shall be three (3) classes of building permits:

for residential service

commercial service,

for service to establishments producing industrial wastes

In any case, the owner or his agent shall make application on a special form furnished by the PCRSB. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Manager.

All applicable fees will apply. See Section VI.

- B. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the PCRSB from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.
- C. A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewers available or can be constructed to the rear building through an adjoining alley, court yard, or driveway. the building sewer from the front building may be extended to the rear building and the whole considered as one building.
- D. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Regional Sewer District Engineer, to meet all requirements of these Rules and Regulations.
- E. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of Division II, Construction and Material Specifications, Sewers, Section 2500, Sanitary Sewers approved and adopted by the Kansas City Metropolitan Chapter of the American Public Works Association on the 16th day of December, 1992.
- F. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permits gravity flow

to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

- G. No person shall make connection of roof downspouts, interior and exterior foundations drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn is connected directly to a public sanitary sewer.
- H. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable Rules and Regulations of the PCRSD. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the PCRSD Engineer before installation.
- I. The applicant for the building sewer permit shall notify PCRSD when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Executive Director or his representative.
- J. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the PCRSD.
- K. Abandoned sanitary sewer service lines or service line connections shall be properly permitted, capped, and inspected by PCRSD personnel
- L. At any time that a property owner constructs a parking lot, street, driveway, retaining wall, or other surface improvement over a PCRSD sewer easement tract, any PCRSD maintained sanitary sewer line located in that easement tract shall be televised upon completion of the surface construction to determine that the sanitary sewer line has not been compromised in any way. Any evidence of damage shall be investigated at the property owner's expense through the use of mandrel and/or pressure tests. Any deficiency found shall be corrected by the property owner at the property owner's expense.

Pre-testing of any line under these circumstances prior to commencement of any work is optional but recommended.

## Section XVIII – Illegal Discharge into System

A new section created to regulate substances being introduced into the sanitary or combined public sewer that would cause a malfunction to treatment equipment, damage to the sewage treatment process or causing a dangerous condition.

- A. No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, including interior and exterior foundation drains, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.
- B. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, approved by the PCRSD Engineer. Industrial cooling water or unpolluted process waters may be discharged on approval of the PCRSD Engineer, to a storm sewer, combined sewer or natural outlet.
- C. No person shall discharge or cause to be discharged any of the following described water or wastes to any public sewers:
  - 1. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.
  - 2. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singularly or by interaction with other wastes, to injure or interfere with any sewage treatments process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanides in excess of two (2) mg/1 as CN in the wastes as discharged to the public sewer. Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
  - 3. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
- D. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the PCRSD Engineer that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the PCRSD Engineering will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of

wastes in the sewage treatment plant, and other pertinent factors. The substances prohibited are:

1. Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F (65 degrees C).
2. Any water or wastes containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred (100 mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees F (0 and 65 degrees C).
3. Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the PCRSD Engineer.
4. Any waters or wastes containing strong acid iron pickling wastes or concentrated plating solutions whether neutralized or not.
5. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the PCRSD for such materials.
6. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the PCRSD Engineer as necessary, after treatment of the composite sewage, to meet the requirements of State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.
7. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the PCRSD Engineer in compliance with applicable State or Federal regulations.
8. Any waters or wastes having a pH in excess of 9.0.
9. Materials which exert or cause:
  - a. Unusual concentrations of inert suspended solids such as, but not limited to, Fullers earth, lime slurries, and limes residues or from dissolved solids such as, but not limited to, sodium chloride or sodium sulfate.
  - b. Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.
  - c. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.

d. Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.

10. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.
  11. Any waters or wastes having (1) a 5-day BOD greater than 300 parts per million by weight, or (2) containing more than 350 parts per million by weight of suspended solid, or (3) having an average daily flow greater than 2 percent of the average sewage flow of the PCRSD's treatment plant, shall be subject to the review of the PCRSD Engineer. Where necessary in the opinion of the PCRSD Engineer, the owner shall provide, at his expense such preliminary treatment as may be necessary to (1) reduce the biochemical oxygen demand to 300 parts per million by weight, or (2) reduce the suspended solids to 350 parts per million by weight, or (3) control the quantities and rates of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the PCRSD Engineer and no construction of such facilities shall be commenced until said approvals are obtained in writing.
- E. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in this section, and which in the judgment of the PCRSD Engineer, may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life to constitute a public nuisance, the PCRSD Engineer may:
1. Reject the wastes,
  2. Require pre-treatment to an acceptable condition for discharge to the public sewers,
  3. Require control over the quantities and rates of discharge, and/or
  4. Require payment to cover the added cost of handling and treating the wastes not covered by existing sewer charges.
- F. If the PCRSD Engineer permits the pre-treatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the PCRSD Engineer, and subject to the requirements of applicable codes, ordinances and laws.
- G. Grease, oil and sand interceptors shall be provided when, in the opinion of the PCRSD Engineer, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the PCRSD Engineer, and shall be located as to be readily and easily accessible for cleaning and inspection.

- H. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- I. When required by the PCRSD Engineer, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the PCRSD Engineer. The manhole shall be installed by the owner at his expense and shall be maintained by him so as to be safe and accessible at all times.
- J. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with latest edition of "Standards Methods for the Examination of Water and Wastewater", published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building service is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from 24-hour composites of all outfalls whereas pH's are determined from periodic grab samples).
- K. No statement contained in this section shall be construed as preventing any special agreement or arrangement between the PCRSD and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the PCRSD, subject to payment therefore, by the industrial concern.

## **Section XIX – Negligent Property Destruction**

A new section created to prosecute willful or negligent destruction of Platte County Regional Sewer District (PCRS) Property.

- A. No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the sewage works. Any person in violation of this regulation shall be subject to criminal charges being filed against them by the PCRS Executive Director on behalf of the PCRS.

## **Section XX - Employees**

A new section created to regulate proper identification of Platte County Regional Sewer District (PCRS) employees and their duties involving the inspection of private properties in the course of carrying out PCRS business.

- A. The PCRS Executive Director, District Engineer, Wastewater Treatment Operators, other duly authorized employees, and hired consultants of the PCRS bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this regulation.
- B. The PCRS Executive Director or his representatives shall have no authority to inquire into any processes including metallurgical chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.
- C. While performing the necessary work on private properties referred to in this section, the PCRS Executive Director or his duly authorized employees and hired consultants of the PCRS shall observe all safety rules applicable to the premises established by the district and the district shall be held harmless for injury or death to the PCRS employees and the PCRS shall indemnify the district against loss or damage to its property by the PCRS employees and against liability claims and demands for personal injury or property damage asserted against the district and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the district to maintain safe conditions as required in Section XVIII, paragraph E.
- D. The PCRS Executive Director and other duly authorized employees of the PCRS bearing proper credentials and identification shall be permitted to enter all private properties through which the PCRS holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

## **Section XXI – Regulation Enforcement**

A new section created relating to the process of enforcement to be used by the Platte County Regional Sewer District (PCRS) in dealing with and prosecuting violators of these regulations.

- A. Any person found to be violating any provision of these regulations except Section XIX shall be served by the PCRS with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.
- B. Any person who shall continue any violation beyond the time limit provided for in this section may have the same legal proceedings instituted against them by the PCRS as are outlined in Section VIII, A through C.

## Section XXII – Inspection of New Sewer Construction

A new section created providing for an application to be filed and fees to be charged for inspection of newly constructed sanitary sewer mains and appurtenances within the PCRSD boundaries.

- A. Any person wishing to build new sanitary sewer mains and/or appurtenances within the boundaries of the PCRSD shall first file an application for construction permit with the PCRSD office. The applicant shall indicate on the application the following information:
1. Applicant's legal name;
  2. Applicant's residential address and/or mailing address if different than residential address;
  3. Project name and subdivision where sewer project will be built;
  4. Existing plat number(s) where sewer project will be built;
  5. Existing lot numbers where sewer project will be built;
  6. Date plans and specifications were approved by the PCRSD Engineer;
  7. MDNR permit number issued on project;
  8. Description of all contractor names, address and telephone numbers;
  9. The number of linear feet of sanitary sewer line along with the type and size of material to be used.
  10. The signature of applicant
- B. PCRSD shall issue the construction permit only after the applicant has submitted all information required on the application form, has signed the application, and has paid the inspection fee in the amount required by these regulations.
- C. PCRSD shall calculate the required inspection fee as being two percent (2%) of the estimated cost of the sewer project as determined using the following schedule of construction costs:

Sanitary Sewer Line Sizes	Cost per Lineal Foot
8" or below (excluding building connection laterals)	\$20.00 per lineal foot
10"	\$ 22.00 per lineal foot
12"	\$ 24.00 per lineal foot
15"	\$ 27.00 per lineal foot
18"	\$ 30.00 per lineal foot
24"	\$ 33.00 per lineal foot
30"	\$ 36.00 per lineal foot

36"	\$ 39.00 per lineal foot
42"	\$ 42.00 per lineal foot

The inspection fees shall be collected by PCRSD and deposited in a line item fund to be used to pay for the cost of inspection service provided by the PCRSD.

- D. All applications for construction permits must be submitted a minimum of five (5) days prior to the beginning of construction.

The minimum fee that shall be charged for the inspection of newly constructed sanitary mains and/or appurtenances shall be \$50.00.

## **Section XXIII – Disclosure of Potential Conflicts of Interest**

This Chapter is adopted pursuant to the authority of Section 105.485.4 RSMo.

### **A. Personal Financial Disclosure Statements**

The Board of Trustees of the Platte County Regional Sewer District hereby adopts a policy establishing and making public its own method of disclosing financial interests of board members and specified administrators in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the Platte County Regional Sewer District office, on or before May 1 for the preceding calendar year. The reports will be made available for public inspection and copying during normal business hours.

### **B. Board Member Disclosure**

All members of the Board of Trustees of the Platte County Regional Sewer District will disclose in writing the following transactions if they occurred during the preceding calendar year:

1. Each transaction in excess of Five Hundred Dollars (\$500.00) per year between the District and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the District. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of Five Hundred Dollars (\$500.00) between the District and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the District or payment for providing utility service to the District. The statement shall include the dates and identities of the parties in the transactions.

"Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively, directly or indirectly, of ten percent (10%) or more of any business entity, or of an interest having a value of Ten Thousand Dollars (\$10,000.00) or more, or the receipt of a salary, gratuity or other compensation of Five Thousand Dollars (\$5,000.00) or more from any individual, partnership, organization or association within any calendar year.

### **C. Executive Director, Chief Purchasing Office, and General Counsel Disclosure**

The Executive Director, Chief Purchasing Officer and General Counsel, if employed full time, will disclose in writing the information required in Subsection B above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children:

1. The name and address of each employer from whom income of One Thousand Dollars (\$1,000.00) or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship the individual owned.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten percent (10%) or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of a director, officer or receiver.

#### **D. Adoption of Disclosure Policy**

This portion of the policy dealing with the filing of financial interest statements will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.