PERMIT CENTER

HYDRANT METER PERMIT REGULATIONS

Informational Brochure

January 2017

Prepared by:

City of Auburn

Customer Service Center

(253) 931-3010
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Purpose

Concerns about water quality, accountability, safety, infrastructure reliability and security were the catalyst for creation of the following Hydrant Meter Permit Regulations for private party customer withdrawal of water from fire hydrants.

Definitions

Auburn City Code (ACC)
The code adopted by the Auburn City Council to enforce ordinances, laws and regulations for the City and public at large.

Auburn Fee Schedule (AFS)
A list of fees for City of Auburn permits and actions. The list is based on City ordinances and published in the City's website under Doing Business in Auburn – Permits, Fees, and Licenses.

Dedicated Hydrant
A hydrant that has been dedicated for use by a Permittee for withdrawal of City water. Six Dedicated Hydrants are located within the City Limits.

Hydrant (also known as a "fire hydrant")
An upright discharge pipe with a valve and spout at which water may be drawn from the City's water mains.

Hydrant Meter with RPBA Assembly (also known as an "assembly")
A portable water meter assembly consisting of an adapter, water meter, gate valve, hydrant wrench, authorized water withdrawal signage, Reduced Pressure Backflow Assembly (RPBA), hose and hand truck.

Permittee
A private party customer consisting of a business or individual that has been issued one or two types of hydrant meter permits recognized by the City of Auburn. Type A Permittees are restricted to withdrawing water from specific hydrants known as Dedicated Hydrants. Type B Permittees are restricted to withdrawing water from approved Non-Dedicated Hydrants.

Private Party Customers
A business or individual not affiliated with the City of Auburn that wish to withdraw water from hydrants.

Read
Central Stores personnel are responsible for recording Type B Permit water consumptions. This is known as a "Read" and it is performed at the beginning ("start") and end ("finish") of an account.

Water User Report Form
A City of Auburn generated form given to Type A Permittees to record water consumption.

Facilities, Personnel, Addresses and Phone Numbers

- City Hall (253) 931-3000
- Finance Department (253) 931-3036
- Permit Center - (253) 931-3090

  Hours: 7:30 am to 5:30 pm Monday through Friday Excluding Holidays
  1 East Main Street - Auburn, WA - 98001

- Central Stores (253) 931-3067
- Water Distribution Supervisor (253) 931-3066
- Maintenance and Operations Department (253) 931-3048

  Hours: 8:00 am to 3:30 pm Monday through Friday Excluding Holidays
  1305 C Street SW - Auburn, WA – 98001

Introduction

Private Party Customers that wish to withdraw water from hydrants located within the jurisdiction of the City of Auburn must obtain a permit from the Permit Center at City Hall. The permit allows two types of water withdrawal depending on customer desire and City approval. The customer is responsible for filling out a permit application and depositing a collateral fee for use of City equipment. The customer, known herein as a Permittee, is required to adhere to the regulations outlined in this document.

There are specific costs associated with the type of permit obtained. Type A Permits are based on the cost of water, a monthly base rate fee and a deposit fee for a hydrant wrench. The hydrant wrench is available for pick-up at the Maintenance and Operations department at 1305 C Street SW - Auburn, WA – 98001, **after** the permitting process.

Type B Permits are based on the cost of water, a monthly base rate fee, a deposit fee for a Hydrant Meter with RPBA Assembly and a weekly rental fee for the Hydrant Meter with RPBA Assembly. Hydrant Meter with RPBA Assemblies, due to their weight and size, must be picked up at Central Stores.

The cost of water is based on the commercial class rate as listed in ACC 13.06.360. Monthly base rate fees, and equipment collateral fees are based on the Auburn Fee Schedule. Other fees, service charges or damage charges, if applicable, are based on ACC 13.06.511. A listing of said rates, fees, service charges and damage fees is attached as Appendix A.

Type A Permittee - Water from a Dedicated Hydrant

Type A Permittees can only withdraw water from Dedicated Hydrants. Dedicated Hydrants are painted red and an "Auburn Permit Water Meter Hydrant" sign is posted nearby. There are four (4) Dedicated Hydrants located on the valley floor and two (2) in the Lea Hill area. (AVAILABILITY MAY CHANGE) A City of Auburn map depicting the locations of Dedicated Hydrants is available from the Permit Center or Central Stores.

A Hydrant Meter Assembly, minus the wrench, is secured to each Dedicated Hydrant. Type A Permittees must record the "start" meter reading on a City of Auburn Water Use Report Form (attached) before hooking up their hose to the hydrant. After fill, the Type A Permittee must record the "finish" read and record it on the Water Use Report Form before unhooking their hose from the hydrant.

Type A Permittees are required to report their monthly water consumption to Finance personnel on the **first Monday of every month** or whenever they close their account; whichever comes first. The report must be made even if their consumption was zero (0) for the month. This report must be faxed, emailed, or hand-delivered to the Finance Department at the City Customer Service Center.

City of Auburn Customer Service Center
1 East Main Street, 2nd Floor
Auburn, WA 98001
(253) 931-3036
FAX (253) 876-1900
utilities@auburnwa.gov

If a City recognized holiday falls on the reportage day, the report may take place on Tuesday, the next City work day. Finance shall prepare a bill after the monthly report is received. The bill will list account information, water consumption fee and the monthly base rate fee. The Finance Department must receive the total payment due within thirty (30) days of the monthly report date. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

Permittees that wish to close their account should report their final consumption to the Finance Department and turn in their hydrant wrench to the Maintenance and Operations Department. The equipment collateral deposit is refunded in full after inspection determines that it is in acceptable condition and all fees and/or fines are paid in full. If the hydrant wrench is lost, or damaged in such a fashion as to render it inoperable, the entire deposit fee shall be forfeit. Finance shall mail out a bill listing account information, water consumption fee, monthly base rate fee and any equipment fee and/or applicable fines. The Finance Department must receive the total amount due within thirty (30) days of bill

receipt. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

Type B Permittee - Water from Non-Dedicated Hydrants

The City recognizes that some project activities require on-site access to water. In those cases, the City may allow Non-Dedicated Hydrants to be utilized if there is no effect to other customers or the City's distribution system. The review process to determine impact may slightly delay the permit process until a decision is reached. If the City grants approval for use of a Non-Dedicated Hydrant, the Permittee is responsible for securing a Hydrant Meter with RPBA Assembly from Central Stores. The unit will only be allowed to be usued at the approved, designated location. Central Stores will record the Hydrant Meter with RPBA Assembly "start" Read when the Hydrant Meter Assembly is checked out and the "finish" read when it is returned.

Type B Permittees are required to report their monthly water consumption to Finance personnel on the **first Monday of every month.** The report must be made even if their consumption was zero (0) for the month. This report must be faxed, emailed, or hand-delivered to the Finance Department at the City Customer Service Center.

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If a City recognized holiday falls on the reportage day, the report may take place on Tuesday, the next City work day. Finance shall prepare a bill after the monthly report is received. The bill will list account information, water consumption fee and the monthly base rate fee. The Finance Department must receive the total payment due within thirty (30) days of the monthly report date. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

Central Stores will provide Finance with the finish read of the Hydrant Meter with RPBA Assembly. When the account is closed, the equipment collateral deposit for the Hydrant Meter with RPBA Assembly is refunded in full after the property is returned, inspection determines that it is in acceptable condition and the water consumption fee, monthly base rate fee, and fines if applicable, are paid in full. If the complete assembly is lost, the entire deposit fee shall be forfeit. If the portions of the assembly are lost or damaged, charges reflecting repair or

replacement and estimated water consumption will be billed. Finance shall mail out a bill receipt listing account information, water consumption fee, monthly base rate fee, and any equipment fee or fines that may be applicable. The Finance Department must receive the total amount due within thirty (30) days of bill receipt. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

Additional Requirements

Hydrant Meter with RPBA Assembly Calibration

The City is responsible for regularly scheduled calibration of Hydrant Meter with RPBA Assemblies. Type B Permittees are required to turn in their assembly by request of Central Stores. Permittees will be contacted by mail at least ten (10) working days in advance of the request of return. If the City has a spare Hydrant Meter with RPBA Assembly available, an exchange may be conducted. If no assembly is available, the customer must wait up to two weeks for calibration to occur.

Hydrant Operator Training Program

Any person that uses a hydrant, other than authorized City employees, must receive hydrant operation training. The training includes hydrant operation and Hydrant Meter with RPBA Assembly orientation. The training is performed by City of Auburn Water Department staff and a certificate will be issued to those who pass the instruction. The certificate is valid for a period of three years. Contact the Water Distribution Supervisor for training at least 48 hours in advance of the desired date of instruction.

Documentation

Water Use Report Forms, Permit documentation and Trained Hydrant Operator Certificates must be available for perusal by City staff upon request. Permit information must correspond with the Permittee withdrawing water.

Infrastructure Protection

It shall be the responsibility of the Permittee and Trained Hydrant Operator to use and protect the hydrant and surrounding infrastructure in accordance with City guidelines. Permittees must promptly report any damage to the City of Auburn Water Distribution Supervisor. Any damage sustained to the noted structures that are due to operator error are the responsibility of the Permittee noted on the permit application. Repair or replacement charges may be applied against deposits and if the charge is higher, the Permittee shall be responsible for paying the difference.

Loans

A Permittee or Trained Hydrant Operator is not allowed to loan a permit, Trained Hydrant Operator Certificate, hydrant wrench or Hydrant Meter with RPBA Assembly to a second party.

Revocation

The City reserves the right to cancel a permit or Trained Hydrant Operator Certificate at any time for any reason. The Permittee or Trained Hydrant Operator is responsible for applicable issues such as return of the permit, Trained Hydrant Operator certificate, City owned equipment and paying all fees and/or fines within ten (10) calendar days of receipt of cancellation.

Equipment Interference

Disassembly or tampering of any Hydrant, Dedicated Hydrant Meter Assembly or Hydrant Meter with RPBA Assembly is prohibited.

Hydrant Wrench Use

Using any tool, other than the City supplied hydrant wrench, to engage the hydrant operating nut, is prohibited.

Appendix A

Rate Tables, Fee Table, Service Charge or Damage

Rate Table per ACC 13.06.360

Description	Commercial Class Water Consumption Rate
Hydrant Meter with RPBA Assembly	$3.82 per 100 cubic feet (ccf)

Hydrant Meter Fees Table per City of Auburn Fee Schedule

Description	Fees, Service Charges or Damage
Type A Permit Hydrant Meter Wrench Deposit	$38.00
Type B Permit Hydrant Meter with RPBA Assembly Deposit.	$1,985
Type A and Type B Permit Monthly Base Rate	$48.04

Fees, Service Charges, and Damage Charges per Table per ACC 13.06.511

Permit Type	Violation	Penalty
A	Hydrant meter wrench loss or damage	$38.00
B	Hydrant meter with RPBA assembly loss or damage	$1,985 maximum penalty
A	Failure to record “Start” read properly	$250.00 maximum penalty, per day, location, violator and incident
A	Failure to record “Finish” read properly	$250.00 maximum penalty, per day, location, violator and incident
A and B	Failure to Submit Monthly Water Consumption Report to the City	$10.00 per calendar day
A and B	Non-Payment of bill within 10 calendar days of reminder notice	$10.00 per calendar day
B	Non-Return of Hydrant Meter with RPBA Assembly after Request for Return	$10.00 per calendar day
A and B	Using a Hydrant Without Hydrant Operator Training Documentation on Hand	$50.00 per day, location, violator and incident
A and B	Using a Hydrant Without Operator Training Documentation	$250.00 maximum penalty, per day, location, violator and incident
A and B	Using a Hydrant Without Permit Documentation on Hand	$50.00 per day, location, violator and incident
A and B	Using a Hydrant Without Permit Documentation	$250.00 maximum penalty, per day, location, violator and incident
B	Loaning Out a Hydrant Meter with RPBA Assembly to an Unauthorized Party	$250.00 maximum penalty, per day, location, violator and incident
A and B	Using a Tool, Other Than the City Supplied Hydrant Wrench to Operate a Hydrant	$50.00 per day, location, violator and incident
A and B	Damage to Hydrant or Infrastructure	Complete reimbursement to the city for repair or replacement
A and B	Non-Response to Revocation of Permit or Trained Hydrant Operator Certificate	$10.00 per calendar day
A and B	Disassembly or tampering of Hydrant, Hydrant Meter Assembly or Hydrant Meter with RPBA Assembly	$250.00 maximum penalty, per day, location, violator and incident