

# TWIN LAKES REGIONAL SEWER DISTRICT

*"Protecting the Environment Today for Tomorrow's Generations"*

## Policy 2003-05

### **NEW CONNECTION PROCEDURE**

The following Policy has been adopted by the Board of Trustees on May 21, 2003 and incorporated into the District's Standard Operating Procedures.

#### NEW CONNECTION PROCEDURE

When a prospective customer wants to construct a structure with sewage making capability, on a piece of property located within a sewer area of the TLRSD, the following procedure will be followed.

1. Any new construction, residential/commercial/industrial/governmental/institutional, shall require a building permit from Carroll County and/or White County. This permit cannot be obtained unless the owner has a sewer connection application/permit from the District.
  - a. The property owner schedules an appointment with the Administrative Assistant to review the new connection procedure and review the permit process and costs associated with the new connection. We will require the parcel number for the proposed building site, copy of the recorded deed/owner information, selection of TLRSD Qualified Contractor for Sewer Installation, electric service provider, as well as a site map indicating the plumbing layout/proposed grinder location.
  - b. Upon determination by the District's Superintendent, that the District has sufficient capacity to serve the new structure, the District will issue a permit and charge the owner One Hundred Twenty-five dollars (\$125.00) for the permit. The District will collect the connection fee & grinder costs at the time the owner orders the grinder unit from the District.

#### POST-PROJECT PUMP PURCHASE

1. Property owner contacts the District and schedules an appointment with the Administrative Assistant. We will require the parcel number for the proposed building site, copy of the recorded deed/owner information, selection of TLRSD Qualified Contractor for Sewer Installation, as well as a site map indicating the location of the well and the proposed grinder location.
2. The District will determine the size of the unit the owner will need, and informs owner of all costs. This may require a 24-hour review period.

ISSUE DATE  
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REVISION NUMBER: DATE  
# 29 : (01/09/2024 – 2024 C FEE LISTED)

3. The owner will provide the District with two (2) certified bank checks and/or money orders, one will be made out to Covalen and the other made out to Twin Lakes Regional Sewer District (TLRSD).
  - a. The Covalen check will cover the amount for the following items, depending on items in stock
    - i. Environmental One Grinder Pump Station
    - ii. Control Panel
    - iii. Freight
  - b. The check made payable to TLRSD will include the amount for the following items, depending on items in stock
    - i. Recording of easement
    - ii. Sewer Connection Permit –tap on
    - iii. Stainless Steel Lateral Assembly (Curb Stop)
    - iv. 3 Stainless Steel/HDPE Whips
    - v. Extension Rod
    - vi. Aluminum Valve Box for Curb Box (without lid)
    - vii. Cast Iron Lid for Curb Box Assembly
    - viii. Connection fee (see Policy #2003-04, attached)
4. Upon submission of checks to the District, the District will:
  - a. Order the unit(s) needed.
  - b. Covalen will ship the unit(s) and have it (them) shipped directly to the District, tagged with the owner's name.
5. Upon arrival of the unit(s), the District will contact the contractor, to pick-up and load unit.
6. The District will begin billing the owner a monthly bill, the month following the startup certification from Covalen and/or their representative.
  - a. For Multi-Family structures – The District will begin monthly billing, for 1 EDU upon start-up of the grinder unit and for any units sold or occupied whichever occurs first.
    - i. The monthly billing for unsold/unoccupied units will begin upon the selling of or occupancy of each unit.

ISSUE DATE  
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REVISION NUMBER: DATE  
# 29 : (01/09/2024 – 2024 C FEE LISTED)



## GRINDER TAP ON FEES/COSTS

### COVALEN:

**SINGLE GRINDER UNIT & CONTROL PANEL \$ 4,355.00**

**\*INCLUDING FREIGHT**

\*Freight charge may fluctuate/check with District at time of order

**DOUBLE GRINDER UNIT & CONTROL PANEL \$ 5,640.00**

**\*INCLUDING FREIGHT**

\*Freight charge may fluctuate/check with District at time of order

### \*TLRSD:

**CONNECTION FEE – YEAR 2024 \$ 2,430.00**

(POLICY 2003-04, SEE ATTACHED)

RECORDING OF EASEMENT \$ 25.00

SEWER CONNECTION PERMIT – TAP ON \$ 125.00

STAINLESS STEEL CURB STOP \$ 350.00

3 STAINLESS STEEL/HDPE WHIPS \$ 65.10

EXTENSION ROD \$ 25.00

ALUMINUM VALVE BOX FOR CURB BOX \$ 50.50

CAST IRON LID FOR CURB BOX ASSEMBLY \$ 18.50

\*Prior status/development of property may reduce amount due; await invoice prior to submitting payment.

### **■ INSTALLATION COST OF GRINDER UNIT IS BETWEEN PROPERTY OWNER AND QUALIFIED INSTALLER**

**The following contractors are qualified installers to set grinder unit, tap the main line and install the service line.** These installers are also on the list of TLRSD qualified contractors to install building sewer to grinder pumps.

Accu-Dig Services, Inc.	4844 E. 150 S., Monticello	574-583-4814
Jim Overbeck Excavating, Inc.	PO Box 745, Monticello	574-870-0984

**The following contractors are qualified to set grinder units; and are authorized to sub-contract the tap of the main line to one of the above listed contractors.**

These installers are also on the list of TLRSD qualified contractors to install building sewer to grinder pumps.

Black Diamond Excavating & Contracting, Inc.	2637 Duncan Rd., Lafayette	765-588-6400
Terry Grogan Construction, LLC.	1177 E. 900 N., Battleground	765-426-3830
Rob Hutter D/B/A ARP Construction	3796 E. Parses Rd., Monticello	574-583-5640

ISSUE DATE  
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# TWIN LAKES REGIONAL SEWER DISTRICT

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## Policy #2003-04

### CONNECTION / RECONNECTION FEES

The following Policy has been adopted by the Board of Trustees, on April 10, 2003 and incorporated into the District's Standard Operating Procedures.

#### CONNECTION/RECONNECTION

The District's connection/reconnection fee is calculated from the Net Equity in Assets. This is derived from the Assets, less depreciation; less bonds payable, less USDA grant. The Net Equity in Assets is divided by the billed Equivalent Dwelling Units (EDU) for the calculated fee. This fee is adjusted annually for each year January 1<sup>st</sup> through December 31<sup>st</sup> per Appendix I of the Sewer Rate Ordinance.

#### **CONNECTION FEE – NEW CUSTOMER AND/OR DID NOT CONNECT WHEN SEWER INSTALLED**

All Service Areas - Connection Charge/EDU (see attached Appendix I – Sewer Rate Ordinance)

Detached Structure – per Policy 2004-05 will be given an EDU designation and charged the appropriate connection charge.

Multi-Family Developments – each unit will be given an EDU designation and charged the appropriate connection charge.

**PERMIT FEE FOR CONNECTION MUST BE PURCHASED IN THE AMOUNT OF \$125.00**

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**APPENDIX I**

**TWIN LAKES REGIONAL SEWER DISTRICT**

**SCHEDULE OF ANNUAL CONNECTION FEE**

<u>YEAR</u>	<u>FEE</u>
2016	\$1,000
2017	1,000
2018	1,020
2019	1,255
2020	1,490
2021	1,725
2022	1,960
2023	2,195
2024	2,430
2025	2,665
2026	2,900
2027	3,135
2028	3,370
2029	3,605
2030	3,840
2031	4,075
2032	4,310
2033	4,545
2034	4,780
2035	5,015
2036	5,250
2037	5,485
2038	5,720
2039	5,955
2040	6,190
2041	6,425
2042	6,660
2043	6,895
2044	7,130
2045	7,365

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