

JUN 25 2020

CITY CLERK'S OFFICE

CITY OF SPOKANE DEPARTMENT WATER AND HYDRO-ELECTRIC PUBLIC RULE AND PROCEDURE	RULE 4100-20-01 LGL 2020-0020
<b>TITLE : WATER HYDRANT USAGE POLICY &amp; FEES</b>	
EFFECTIVE DATE: June 1, 2020	
REVISION EFFECTIVE DATE: N/A	

## 1.0 GENERAL

- 1.1 The City of Spokane Water and Hydroelectric Department (Water Department) establishes the following public rule and procedure regarding temporary usage of City owned and maintained Fire Hydrants.
- 1.2 The City maintains and operates approximately 7,500 water hydrants within the water service area. Water usage from these hydrants by permitted individuals and companies amounts to approximately 1.5 billion gallons of water each year.
- 1.3 The City, in order to ensure safe reliable drinking water for its customers, must maintain the water quality of the entire system, which includes the fire suppression system.
- 1.4 There have been documented incidents where use of water from a hydrant by a permitted individual resulted in contamination of the water system. Such incidents have the potential to be catastrophic on the system and the City's water system customers.
- 1.5 It is of paramount importance for the City to manage access to its water hydrants to ensure safe reliable water is available for all customers.
- 1.6 Usage of water hydrants by permitted individuals and companies is a privilege and subject to this Public Rule and Procedure.
- 1.7 This Public Rule implements Spokane Municipal Code (SMC) and provisions under 13.04.130, 13.04.190, 13.04.1904, 13.04.1918, and 13.04.2024.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule and policy shall apply to the public use of the City of Spokane's water hydrants.

## 3.0 REFERENCES

Chapter 13.04 SMC  
Chapter 35.92 RCW  
Chapter 70.116 RCW  
Chapter 246-193 WAC, Part III  
42 USC Section 300i-1

## 4.0 DEFINITIONS

- 4.1 "Director" – Director of the Water and Hydro-electric Department or designee.
- 4.2 "Hydrant Cage" – consists of water meter, backflow device and control valve used by non-City of Spokane personnel
- 4.3 "Hydrant Disk" – Colored plastic "doughnut" used by City of Spokane staff and permit holder that must be affixed to the hydrant during use of that hydrant.
- 4.4 "Hydrant Gate Valve" – A control valve used to stop or regulate the flow of water by means of a rising barrier or gate.
- 4.5 "Hydrant Permit" – is a permit as issued pursuant to SMC 13.04.130. Such Permits will be allowed in very limited circumstances following written application and written approval by the Director of the Water and hydroelectric Department, or their designee.
- 4.6 "Hydrant Port" – The point of connection for appurtenance. On typical hydrants there are two 2.5" ports and one 5.25 inch port.
- 4.7 "Hydrant Wrench" – Specialized wrench for removing hydrant port caps and to operate the hydrant. The hydrant wrench is the only means acceptable to access and operate a hydrant.

## 5.0 POLICY

- 5.1 Use of a water hydrant by non-City Water personnel or fire Department personnel without written permission is strictly prohibited.
- 5.2 The conditions and procedures established by this Public Rule and procedure are set to achieve:
  - 5.2.1 Protection of the City's Water System from backflow contamination;
  - 5.2.2 Protection and active management of water hydrants such to maintain proper operating conditions for the City's Fire Protection Program;

- 5.2.3 Accommodation of temporary, construction, or mobile commercial users whose "Condition-of-use" tenders permanent metering installation impractical.
- 5.3 To obtain temporary access to a water hydrant, a person or company must make a written application to the Director of the Water and Hydroelectric Department through Utility Billing.
- 5.4 Any person drawing water from a hydrant or standpipe in the City of Spokane for local area use shall first apply to the Director of Water and Hydroelectric for a permit and shall abide by all rules, regulations, and procedures in connection with the permit that the Public Works Division may adopt.
- 5.5 The City Water and Hydroelectric Department reserves the right to revoke any issued permit. Water use may be suspended during periods subject to freezing temperatures or drought conditions.
- 5.6 All applications for hydrant permits require either a monetary deposit or verified certificate of liability insurance naming the City of Spokane as an additional insured, for any damage to the equipment or surrounding area/environs.

## 6.0 PROCEDURES

- 6.1 Conditions for Hydrant Use Permits:
  - 6.1.1 The Water Department may authorize temporary water service from the distribution system, via a hydrant use permit, if no other source of water is available.
  - 6.1.2 Each month, the Permit Holder must provide to the Water Department a listing of the hydrant or hydrants used during the previous month. Only center stem hydrants may be accessed by the public.
  - 6.1.3 The Water Department may deny a request for or revoke a hydrant use permit due to low water supply, low water flow or pressure, or at the discretion of the Water Department Director.
  - 6.1.4 The Water Department may deny a request for a hydrant use permit based on a history of unpaid bills due to the Water Department, past performance, or falsification of records by the permit applicant for past hydrant use.
  - 6.1.5 Individuals requesting a permit for the use of the Water Department hydrants must complete a hydrant permit application and present photo identification and, if representing a business or organization, provide proof of the business by which they are employed or the organization of which they are a member.

## 6.2 Requirements for Hydrant Use

- 6.2.1 The permit holder will be responsible for compliance with City and State cross-connection control codes and regulations, as well as for any damages resulting from a backflow event at the permitted site.
- 6.2.2 The permit holder must use a Water Department supplied or approved hose assembly with a valve and a meter (where required by Water Department per Section 6.4 below).
- 6.2.3 The permit holder must use a Water Department supplied Reduced Pressure Backflow Assembly (RPBA) to protect the water supply and public health from potentially harmful water backflow.
- 6.2.4 A valid hydrant use permit (hydrant disk), along with the RPBA and meter, must be connected to the hydrant at all times during hydrant use.
- 6.2.5 When a hydrant is not in use, the hydrant shall be closed so that it is no longer charged.
- 6.2.6 The Water Department may inspect without notice the installation and operation of the hydrant.
- 6.2.7 The Water Department may revoke a hydrant use permit if Water Department determines that the installation conditions are unacceptable or a hydrant is being used improperly.

## 6.3 Fees and Charges for Hydrant Use

- 6.3.1 Permit holder will pay a permit fee, a meter use fee (if applicable), and consumption charges for the water used based on metered use or a daily rate as applicable. See Attachment 8.3.
- 6.3.2 Water Department may assess per day water charges for the entire term of the permit in the event there is evidence of hydrant meter tampering, damage to the hydrant meter or other action that prohibits Water Department from accurately determining the amount of water used.
- 6.3.3. In the event of damaged or lost Water Department-provided equipment, Water Department will assess charges equal to the cost of the damaged or lost equipment, including overhead cost.
- 6.3.4. Water Department will charge the permit holder on a time and material basis for any hydrant repairs necessitated by the improper operation of the hydrant.
- 6.3.5. Water Department will charge monetary penalties, in addition to all other hydrant use charges and fees, when a hydrant use permit is revoked by Water Department, or when a hydrant is being used without a hydrant permit or required hydrant meter and RPBA.

## 6.4 Required Hydrant Meters

- 6.4.1 Hydrant meters will be required to be used by permit holders.
  - 6.4.1.1 no other acceptable or practical method of measuring or estimating actual water used is practical, and

6.4.1.2 one hydrant at a time only will be used per permit,  
and

6.4.1.3 forecasted weather will allow a meter to be used  
without causing damage due to freezing.

6.4.2 Hydrant meters may be required under other circumstances at  
Water Department's discretion.

## 6.5 Multiple Hydrants

6.5.1 Use of multiple hydrants at the same time with a single permit is  
unlawful. Only one Hydrant can be operated per permit.

6.5.2 A permit holder may change location of a permitted hydrant by  
contacting and obtaining approval from the Director in advance of  
use.

## 6.6 Roles and Responsibilities

6.6.1 Permit holder is responsible for:

- Ensuring the required backflow protection is properly installed and  
operated at all times while connected to the water system, as well as  
making the equipment available for inspection at any time.
- Understanding and abiding by this Public Rule and Procedure
- Using only the designated (center stem) hydrant(s) to draw water.
- Ensuring safe and proper installation and operation of the hydrant and  
hose assemblies.
- Properly disposing of any wastewater or drainage generated from  
hydrant use.
- Providing Fire Department unobstructed access to the hydrant at all  
times.
- Reporting to Water Department if hydrant is leaking or not operating  
properly.
- Returning to Water Department any Water Department-supplied  
equipment in the same condition as issued.
- Reimbursing Water Department for any repairs or replacements of the  
hydrant or other Water Department-provided equipment.
- Paying deposits, fees and charges as required by Water Department  
for the hydrant use.
- Permit holder is responsible for any and all property damage as a  
result of their use or negligence.

6.6.2 Water Department is responsible for:

- Confirming the appropriate hydrant is being used.
- Issuing and reading meters when required.
- Timely and proper billing to the permit holder for the hydrant use.

## 6.7 Special Situations

6.7.1 At the discretion of the Water Department Director, Water Department may authorize the use of hydrants by other entities for emergency response and emergency response training under terms and conditions that, while protecting drinking water quality and the water system, may differ from those specified in this policy. Authorization will be provided in writing and will contain the applicable terms and conditions for use. Such authorization may waive charges and fees for use of the hydrants.

6.8 Illegal Taking of water

Only authorized persons, such as, certain City of Spokane personnel for legitimate purpose or persons with hydrant use permits may operate a hydrant. Persons illegally taking water from a hydrant may be fined up to \$1,000 in 2020 per Spokane Municipal Code 13.04.1904, and any equipment will be confiscated by the City of Spokane.

7.0 RESPONSIBILITIES

The Water and Hydroelectric Department shall administer this public rule and procedure.

8.0 APPENDICES

8.1 Sample Permit

APPROVED BY:



City Administrator

25 JUNE 2020

Date



Public Works Director

6/23/20

Date



City Attorney

June 23, 2020

Date

# HYDRANT USE PERMIT

CITY OF SPOKANE WATER DEPARTMENT  
E. 914 NORTH FOOTHILLS DR., SPOKANE, WA 99207  
(509) 625-7800

Utility Acct Number: \_\_\_\_\_ IssueDate: \_\_\_\_\_

Use Location: \_\_\_\_\_ Intend Use: \_\_\_\_\_ Year of Use: \_\_\_\_\_

Issued To: \_\_\_\_\_ Note or PO: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
ContactEmail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*  
Permit #: \_\_\_\_\_ Permit Type \_\_\_\_\_ YEAR \_\_\_\_\_ Conf# \_\_\_\_\_ MTR Cage# \_\_\_\_\_  
Size: \_\_\_\_\_ Kind: \_\_\_\_\_ Serial # \_\_\_\_\_ Maint#: \_\_\_\_\_  
Digits: \_\_\_\_\_ Reg Model: \_\_\_\_\_ Read Date: \_\_\_\_\_ Read: \_\_\_\_\_  
Transponder ID \_\_\_\_\_ Transponder Model \_\_\_\_\_

Authorized By: \_\_\_\_\_

\*\*\*\*\*

**The Permit holder will be charged for any damage caused by improper use or operation of the hydrants used or damage to the meter and backflow devices.**

Permit Instruction Received By \_\_\_\_\_ Permit Termination Date: 12/31/2020

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Meter ending Read \_\_\_\_\_ Deposit Refund Requested YES / NO

Name and Signature \_\_\_\_\_

\*\*\*\*\*

DAMAGE / NO DAMAG If Damage, Amount to be deducted from Deposit or Customer Billed \_\_\_\_\_

Inspected By: \_\_\_\_\_