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Join via phone at 1-719-359-4580 **Meeting ID:** 893 4073 6332

Meeting Passcode: 804848

AGENDA

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda

5. Consent Items

A. Approval of Minutes from April 14, 2026, Monthly Meeting

B. Approval of Expenditures for Year-to-Date 2026

6. Public Comment

Public comments are limited to three (3) minutes. When you are recognized, please stand, state your name, and then address the Board in a professional manner.

The Directors may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

7. Staff Reports

A. Authority Administrator

1) Safe Water Protection Plan (SWPP)

2) Grant updates

B. Wolf Compliance

C. Authority Billing Clerk

8. General Business

A. Policy 24-100 - Division of Work and Expense — Revised

B. Resolution 2026-03 - Resolution amending Policy 24-100 Concerning Division of Work and Expense

9. Correspondence/Discussion

10. Adjourn

Agenda Approved By:

**Donald Gabehart
President, KWWA**

Date Posted:

May 11, 2026

Time Posted 4:00 PM

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular KWWA Director's meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Directors will be for clarification purposes only. Public comment will not be used as a time for problem-solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Directors may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The President may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The President may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the meeting chambers pursuant to the Kiowa Municipal Code and Colorado Revised Statutes.

ACTION MAY BE TAKEN ON ANY AND ALL ITEMS LISTED ON THE AGENDA

All visitors must contact the Town Clerk five (5) business days before a scheduled meeting to be placed on the agenda. If special accommodations are necessary per ADA, contact 303-621-2366 prior to the meeting.

CALL TO ORDER

The regular meeting of the Kiowa Water and Wastewater Authority was called to order on April 14, 2026, at 5:32 pm by President Gabehart.

PLEDGE OF ALLEGIANCE

President Gabehart led the Board in the Pledge of Allegiance.

ROLL CALL

Present: President Donald Gabehart, Director Bret Wager, Director Laurel Brown, Treasurer Theresa Parker, and Secretary Jill Duvall via Zoom

Also present:

Sasha Davidson, Town Clerk

Kim Boyd, Town Administrator via Zoom

Michael Wolf, Chris Cobbley, and Steve Eis - Wolf Compliance via Zoom

APPROVAL OF AGENDA

- A. President Gabehart entertained a motion to approve the agenda. Treasurer Parker made a motion to approve the agenda. Director Brown seconded the motion, and the motion passed 5-0 with no discussion.

CONSENT ITEMS

- A. **Approval of the minutes of March 10, 2026, meeting and Expenditures for Year-to-Date 2026.** President Gabehart entertained a motion to approve all items on the consent agenda. Treasurer Parker made the motion to approve all the items on the consent agenda. Director Brown seconded the motion, and the motion passed 5-0, with no discussion.

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

STAFF REPORTS

- A. **Wolf Compliance, ORC** – After reinspection of the smaller tank, it was determined that roof support trusses need replaced, so Maguire advised that the contract be broken for sanding and painting and the tank be repaired and/or replaced. The authority has not paid anything to Maguire yet, so there is no financial loss. The administrator advised that the contract be broken also.
 - The wastewater plant – solids and other items were vacuumed out reactor one and the grit from the headworks was removed also. Pumps have been ordered to replace the broken ones. Quotes are still needed for the auger and the grinder replacement/repair. Might need to still clean out the digester this year but need to get the reactor going first. Reuse water system offline, so it is recommended that a water line be run down for the auger's use.

- There is concern about water levels with the possible drought conditions this summer so it will need to be monitored.

B. Sasha Davidson, Clerk

1. **Systems Total Report** – Showing 14% water loss which has gone down from last month, much due to all the work that Wolf Compliance has done to remediate issues.
2. **Delinquencies** - 8 shut-off notices and 7 warning letters sent out. All the shut off notices from the previous month paid their bill.
3. **Tower Fence** – The tower fence should be completed on April 15th, 2026. There was remediation of the ditch that had been formed from the overflow.

C. Kim Boyd, Administrator – County has water plan and IGA for final approval on 22nd. Wright Water is working on reports for federal funding grants. A grant request has been put into DOLA for phase one and two of the new well project.

GENERAL BUSINESS

- A. **Tap Fees/Asset Management Plan/Rate Study** – Reached out to DOLA and Colorado Rural water about doing a rate study/tap fee study to have data to follow to make decisions.
- B. **Proposed Watering Restrictions and Schedule** – A water schedule was provided to the board for watering restrictions for the summer. The board opted to have the watering restrictions be voluntary instead of mandatory at this time and asked the schedule to be mailed out to all the residents. It was noted that many other municipalities are adopting similar or more restrictive restrictions. President Gabehart entertained a motion to approve the voluntary watering schedule and restrictions. Treasurer Parker made the motion to approve the voluntary watering schedule and restrictions. Director Wager seconded the motion, and the motion passed 5-0 with no discussion.

CORRESPONDENCE/DISCUSSION

There was a brief discussion about possibly needing to address the budget in the future and make some changes to some line items due to different circumstances and repairs.

ADJOURN

President Gabehart entertained a motion to adjourn. Treasurer Parker made the motion to adjourn. Director Wager seconded the motion, and the motion passed 5-0 with no discussion. The meeting adjourned at 6:18pm.

The next regular meeting will be on Tuesday, May 12, 2026, at 5:30pm at Kiowa Town Hall.

Minutes Approved by:

Donald Gabehart, KWWA President

Sasha Davidson, Secretary to the Board

Kiowa Water and Wastewater Authority

Balance Sheet

As of May 7, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
1010 KWWA Primary Checking (522)	137,163.18
1020 KWWA Money Market (514)	\$0.00
1310 Water Reserve Acct	185,960.60
1320 Wastewater Reserve Acct	185,960.70
Total for 1020 KWWA Money Market (514)	\$371,921.30
1050 Cash on hand	137.87
Total for Bank Accounts	\$509,222.35
Accounts Receivable	
1100 Accounts Receivable	52,022.00
1120 Water Users	12,750.00
1130 Water Users WW	10,601.00
Total for Accounts Receivable	\$75,373.00
Other Current Assets	
1490 Uncategorized Asset	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$584,595.35
Fixed Assets	
1540 Equipment and Furniture	
1541 Equipment and Furnitur	13,333.00
1542 Equipment wastewater	13,333.00
Total for 1540 Equipment and Furniture	\$26,666.00
1550 Buildings	13,169.00
1560 Investments in Capital Assets	1,060,684.24
1570 Land and Improvements	
1571 Land Wastewater	9,290.00
Total for 1570 Land and Improvements	\$9,290.00
1590 Enterprise System Assets	
1591 Water System	3,495,089.00
1592 Sewer System wastewater	2,153,845.00
Total for 1590 Enterprise System Assets	\$5,648,934.00
1600 Accumulated Depreciation	-\$798,657.00
1601 Accumulated Depreciation	-71,794.84
1602 Accum Deprec wastewater	-925,395.40
Total for 1600 Accumulated Depreciation	-\$1,795,847.24
Total for Fixed Assets	\$4,962,896.00
Total for Assets	\$5,547,491.35

Kiowa Water and Wastewater Authority

Balance Sheet

As of May 7, 2026

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	12,361.99
Total for Accounts Payable	\$12,361.99
Credit Cards	
2010 FSB Visa (3843)	-687.91
Total for Credit Cards	-\$687.91
Total for Current Liabilities	\$11,674.08
Long-term Liabilities	
2600 Bond Principle Water	2,953,799.35
2610 Bond Principle-Sewer	1,825,984.80
2620 CURRENT PORTION OF LT DEBT Water	0.00
2630 CURRENT PORTION OF LT DEBT Wastewater	0.00
2700 Meter Deposits	13,743.72
Total for Long-term Liabilities	\$4,793,527.87
Total for Liabilities	\$4,805,201.95
Equity	
3150 Opening Balance Equity	0.00
3300 Retained Earnings	751,544.36
Net Income	-9,254.96
Total for Equity	\$742,289.40
Total for Liabilities and Equity	\$5,547,491.35

Kiowa Water and Wasterwater Authority

Profit and Loss
January 1-May 7, 2026

	TOTAL
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Income	
4010 Water & Sewer - Income	
4012 Bulk Water Income	520.00
4013 Collected Tap Fees	26,000.00
4015 Transfer Fees	700.00
4020 Water & Sewer Fees Collected	215,170.37
Total for 4010 Water & Sewer - Income	\$242,390.37
Total for Income	\$242,390.37
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Gross Profit	\$242,390.37
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Expenses	
6300 Advertising & Marketing	
6301 Public Notices	31.88
Total for 6300 Advertising & Marketing	\$31.88
6500 Insurance	
6501 CIRSA - PC & Liability	17,542.86
Total for 6500 Insurance	\$17,542.86
6630 Dues & Subscriptions	3,464.66
6730 Repairs & Maintenance	
6731 Infrastructure Repairs & Maint. - Sewer	\$4,885.03
6731.1 Sludge Removal	18,203.00
Total for 6731 Infrastructure Repairs & Maint. - Sewer	\$23,088.03
6732 Infrastructure Repairs & Maint. - Water	29,125.25
6733 Trash - HBS (95 Ute Ave)	96.85
Total for 6730 Repairs & Maintenance	\$52,310.13
6740 Specific Use Supplies	10,474.70
6800 General Office Expenses	
6805 Postage	176.96
6840 Computer supplies & Software	1,060.00
Total for 6800 General Office Expenses	\$1,236.96
6900 Utilities	
6906 Utilities- Power - CORE (Sewer)	6,189.98
6907 Utilities- Power - CORE (Water)	5,723.57
Total for 6900 Utilities	\$11,913.55
7000 All Professional Services	
7010 Professional Services - Legal	11,174.19
7040 Professional Services - Consulting	12,773.50
7050 Professional Services - ORC	\$6,014.70
7051 ORC - Monthly Contract Fee	24,030.47
Total for 7050 Professional Services - ORC	\$30,045.17

Kiowa Water and Wastewater Authority

Profit and Loss January 1-May 7, 2026

	TOTAL
7060 Professional Services - Lab Services	
7061 Sewer - Labs	1,386.00
7062 Water - Labs	1,772.60
Total for 7060 Professional Services - Lab Services	\$3,158.60
Total for 7000 All Professional Services	\$57,151.46
7070 TOK Operating contract	35,262.45
7095 Utility Notifications & Locates	236.25
7100 Bank Charges & Fees	65.45
7700 Interest Paid	
7710 Bond Interest - Sewer	25,351.00
7720 Bond Interest - Water	40,998.00
Total for 7700 Interest Paid	\$66,349.00
Total for Expenses	\$256,039.35
Net Operating Income	-\$13,648.98
Other Income	
8000 Interest Earned	4,503.04
Total for Other Income	\$4,503.04
Other Expenses	
4021 Meter Deposit Refund	109.02
Total for Other Expenses	\$109.02
Net Other Income	\$4,394.02
Net Income	-\$9,254.96

KIOWA WATER AND WASTEWATER AUTHORITY GENERAL FUND BUDGET

2026 MONTHLY BUDGET PERCENTAGES

GL ACCT	REVENUE	2026 Budget	YTD	%
4011-4016	Categorized Income	\$10,000	\$1,220	12%
4200	Grants & Contracts	\$0	\$0	
4020	Water and Sewer fees collected	\$700,000	\$215,170	31%
4013	Collected Tap Fees	\$26,000	\$26,000	100%
4800	CORA fees collected	\$100	\$0	
	TOTAL REVENUE	\$736,100	\$242,390	33%
	CURRENT ASSETS	2026 Budget	YTD	%
8100	Sale of Assets	\$0	\$0	
1310	Water Reserve Account	\$213,250	\$185,399	87%
1320	Wastewater Reserve Account	\$213,250	\$185,399	87%
	TOTAL CURRENT ASSETS	\$426,500	\$370,798	87%
	EXPENDITURES	2026 Budget	YTD	%
7100	Bank CC & EFT Fees	\$125	\$65	52%
7710	Bond Interest Sewer	\$70,000	\$16,360	23%
7720	Bond Interest Water	\$110,000	\$26,457	24%
2610	Bond Principal Sewer	\$36,000	\$8,990	25%
2600	Bond Principal Water	\$57,000	\$14,541	26%
6840	Computer Supplies &	\$3,000	\$1,060	35%
6630	Dues & Subscriptions	\$2,250	\$3,465	154%
4202	EIAF 9647 - Well Redundancy Project Grant	\$0	\$0	
6731	Infrastructure Repairs & Maintenance - Sewer	\$100,000	\$4,885	5%
6730	Infrastructure Repairs & Maintenance - Water	\$100,000	\$29,125	29%
6501	Insurance (Property & Liability)	\$15,580	\$17,543	113%
7060	Lab Fees	\$4,000	\$3,159	79%
6820	Office Supplies	\$500	\$0	
6805	Postage	\$3,000	\$177	6%
6731.1	Professional - Hauling	\$15,000	\$18,203	121%

7031	Professional - Accounting	\$2,500	\$0	
7032	Professional - Auditor	\$16,500	\$0	
7040	Professional - Consultants	\$15,000	\$12,774	85%
7080	Professional - Grant Writer	\$0	\$0	
7020	Professional - IT	\$0	\$0	
7010	Professional - Legal	\$32,000	\$11,174	35%
7050	Professional - ORC	\$62,000	\$30,045	48%
7070	Professional - TOK Op Agreement	\$78,420	\$35,262	45%
7090	Professional - Other	\$400	\$0	
6301	Public Notices & Advertising	\$250	\$32	13%
6740	Specific Use Supplies	\$40,000	\$10,475	26%
7140	Taxes & Licenses	\$3,200	\$0	
6733	Trash & Janitorial	\$525	\$97	18%
7990	Uncategorized Expenses	\$1,500	\$109	7%
6902	Utilities - Heat - pump house	\$0	\$0	
6940 & 6941	Utilities - Telephone & Internet	\$2,200	\$0	
7095	Utility Notifications &	\$300	\$236	79%
6906	Utilities - Power (Sewer)	\$15,000	\$6,190	41%
6907	Utilities - Power (Water)	\$20,000	\$5,724	29%
	TOTAL EXPENDITURES	\$806,250	\$256,146	32%

System Totals Report

Kiowa Water & Wastewater Authority

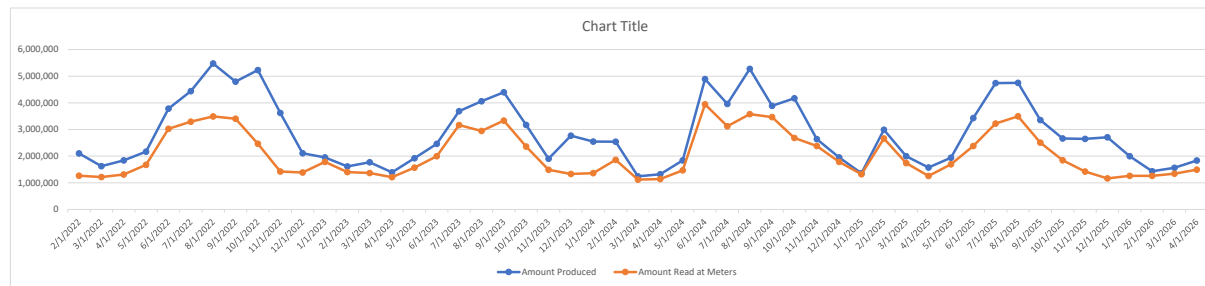
Water Pumped This Month	1,837,000 Gallons
Water Sold This Month	1,492,777 Gallons
Water Loss	344,223 Gallons
Water Loss (%)	18.74 %

	Amount (\$)	# Of Accounts
Total Water	24,226.75	363
Total Sewer	27,826.36	359
Total Late Fee	319.58	19
Total Adjustments	(2,667.28)	5
Total Prepayment	1,083.00	361
Total Meter Surcharge	12.00	4
Total Current Charges	50,800.41	363
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Amount Past Due 1-30 Days	8,673.95	48
Amount Past Due 31-60 Days	1,461.52	13
Amount Past Due Over 60 Days	5,049.60	7
Amount Of Overpayments/Prepayments	(2,673.97)	32
Total Receivables	63,311.51	362

Total Receipts On Account	51,634.36	326
Net Change in Deposits	0.00	0
Amount of All Deposits	14,471.58	132
Amount of All Deposit 2	1,526.28	14
Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	4,112	363
Average Water Charge For Active Meters	66.74	363

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		2	68,938	4.62	1.52
20,001-30,000		1	28,197	1.89	0.70
10,001-20,000		29	412,895	27.66	11.56
8,001-10,000		18	157,688	10.56	5.80
6,001-8,000		28	197,763	13.25	8.64
4,001-6,000		49	242,923	16.27	13.28
2,001-4,000		96	287,639	19.27	23.90
1-2,000		93	96,734	6.48	23.10
Zero Usage		47	0	0.00	11.50
<hr/>					
Total Meters		363	1,492,777	100.00	100.00

Date Read	Amount Produced	Amount Read at Meters	% Loss	Comments
4/15/2026	1,837,000	1,492,777	0.18	Some leakage under Apartment buildings - unknown loss
3/15/2026	1,564,000	1,341,840	0.14	
2/15/2026	1,432,000	1,262,106	0.12	
1/15/2026	1,997,000	1,263,000	0.36	
12/15/2025	2,709,000	1,166,926	0.56	Some leakage from tank - unknown how much loss. Several meters still reading "0"
11/15/2025	2,650,000	1,424,837	0.46	
10/15/2025	2,664,000	1,844,012	-0.30	Leak on Hwy 86 near Museum
9/15/2025	3,356,000	2,506,495	-0.25	
8/15/2025	4,749,000	3,494,365	-0.25	23,400 Gallons used at Fairgrounds
7/15/2025	4,739,000	3,221,053	-0.32	Several Leaks on main lines
6/15/2025	3,431,000	2,380,209	-0.30	Break in line at Fairgrounds
5/15/2025	1,940,000	1,694,042	-0.13	152,000 Gallons used for flushing hydrants & a house fire on 5/31
4/15/2025	1,576,000	1,255,327	-0.20	
3/15/2025	1,996,000	1,739,431	-0.12	
2/15/2025	2,993,000	2,665,292	-0.10	
1/16/2025	1,359,000	1,323,334	-0.02	
12/16/2024	1,954,000	1,787,811	-0.08	
11/18/2024	2,640,000	2,378,728	-0.09	
10/16/2024	4,170,000	2,685,349	-0.35	
9/17/2024	3,890,000	3,467,023	-0.10	
8/17/2024	5,273,000	3,574,938	-0.28	
7/15/2024	3,957,000	3,120,567	-0.21	
6/16/2024	4,891,000	3,945,175	-0.19	
5/16/2024	1,841,000	1,466,357	-0.20	
4/15/2024	1,323,000	1,142,435	-0.14	
3/15/2024	1,242,000	1,120,604	-0.10	
2/15/2024	2,544,000	1,862,942	-0.27	
1/15/2024	2,545,413	1,363,972	-0.46	Tank overflowed 600,000 gallons
12/15/2023	2,770,431	1,334,106	-0.52	Tank overflowed 800,000 gallons
11/15/2023	1,903,915	1,489,086	-0.22	
10/15/2023	3,171,434	2,358,906	-0.26	
9/15/2023	4,395,685	3,334,744	-0.24	
8/15/2023	4,059,000	2,944,885	-0.27	
7/15/2023	3,685,801	3,167,462	-0.14	
6/15/2023	2,460,683	1,997,680	-0.19	
5/15/2023	1,922,232	1,566,597	-0.19	
4/15/2023	1,393,549	1,210,031	-0.13	
3/15/2023	1,770,575	1,364,934	-0.23	
2/15/2023	1,612,972	1,404,234	-0.13	
1/15/2023	1,952,000	1,787,778	-0.08	
12/15/2022	2,107,000	1,384,995	-0.34	
11/15/2022	3,620,000	1,423,056	-0.61	
10/15/2022	5,232,000	2,466,288	-0.53	
9/15/2022	4,796,000	3,404,880	-0.29	
8/15/2022	5,476,185	3,488,673	-0.36	
7/16/2022	4,439,253	3,291,222	-0.26	
6/15/2022	3,783,063	3,024,482	-0.20	
5/15/2022	2,169,388	1,673,645	-0.23	
4/15/2022	1,840,344	1,309,851	-0.29	
3/15/2022	1,625,936	1,214,902	-0.25	
2/15/2022	2,103,810	1,268,544	-0.40	



KIOWA WATER AND WASTEWATER AUTHORITY

Policy Area: Water and Sewer	Title of Policy: Division of Work and Expense
Number: 24-100	Number of Pages: 86
Effective Date: May 12 , 202 6 4	Revised by: <u>KWWA Counsel, Paul Polito</u>
Approved Date: <u>May 14, 2024</u>	Approved by: KWWA Board
Revision Date: <u>May 12, 2026</u>	

General Guidelines

Any person who desires to connect his or her property to the public water and sewer system shall install, at his or her own expense and after approval from the Authority, water mains and sewer lines from the existing facilities on his or her property. All construction shall be to Authority's specifications and subject to Authority inspection before final hookup is allowed. All water mains and sewer lines in the public right-of-way are deemed dedicated to the Authority. The Authority shall own and maintain the water line from the main to the ~~curb~~ curb stop and the property owner shall own and maintain the service line from the ~~curb~~ curb stop to the premises served (see Diagram-1 below).

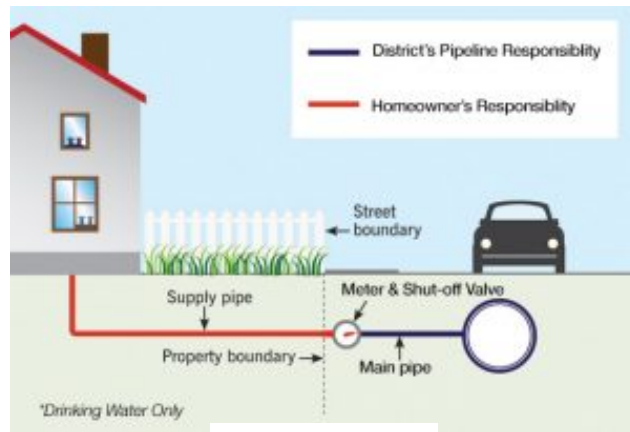


Diagram - 1

~~The owner shall be responsible for all necessary repairs and maintenance from the curb stop to the point of ultimate use of all pipes and devices used for the delivery of water except for the water meter and meter yoke. The owner shall be responsible for keeping the curb stop, remote readout and meter pit conveniently accessible, properly capped, and clean of debris at all times. The Town shall be responsible for the repair and maintenance of service lines from the main, up to and including the curb stop. The Town will also be responsible for all repairs and maintenance of meters, meter yokes and remote readouts, regardless of location.~~

The Authority shall own and maintain the water line from the main to and including the curb stop. The Authority shall also own and maintain the water meter, meter yoke, and remote

readout (collectively, the “Metering Assembly”), provided that the Metering Assembly is installed in a meter pit at the property line conforming to the Authority’s specifications. The Authority’s responsibility for the Metering Assembly is limited to ordinary wear and tear arising from normal metering operations. The Authority shall not be responsible for damage caused by freezing, lack of access, action or inaction of the owner, occupant, or any third party other than the Authority, failure of customer-owned components, or installation or location not conforming to the Authority’s specifications. Any such damage shall be repaired or replaced at the owner’s expense.

The owner shall own and maintain the service line from the curb stop to the point of ultimate use, together with all pipes, fittings, valves, and devices on the customer’s side of the curb stop, other than the Metering Assembly. Repairs and replacements to customer-owned components shall be performed by a licensed plumber engaged by the owner at the owner’s expense. The owner shall keep the curb stop, meter pit, meter, and remote readout conveniently accessible, properly capped, protected from freezing and physical damage, and clear of debris at all times.

Any work performed by the Authority on customer-owned infrastructure, whether for emergency containment, after-hours response, or as a courtesy, does not constitute a warranty of the work, an assumption of ongoing maintenance responsibility for the affected component, or an assumption of responsibility for the customer’s plumbing system. Permanent repairs to customer-owned components remain the owner’s responsibility.

Existing installations of the Metering Assembly that do not conform to the Authority’s specifications as of the effective date of this Policy shall continue to be maintained by the Authority on a grandfathered basis. Each such installation shall be relocated to a conforming meter pit at the property line upon the earlier of (i) the next failure, replacement, or substantial repair of any component of the Metering Assembly, (ii) any planned capital project affecting the service, or (iii) two (2) years from the effective date of this Policy. The Authority reserves the right to require relocation of any non-conforming installation at the owner’s expense where access, operational, or system-integrity concerns warrant.

Mains and lines on private property remain private unless other agreements are made with the Authority. Subject to the provisions of listed under **Connection** below, upon application, approval by the Authority, inspection and payment of all required fees, charges and costs, any person may connect his or her property which is located within the ~~town~~Authority’s service area to the Authority’s water mains and sewer lines.

In the event the Authority should desire the oversizing of any main or line to provide for future growth, the Authority shall so notify the owner and shall pay the reasonable difference in cost between what the cost would have been to serve the property without oversized lines and the cost with oversized lines.

Site Plans

Any person who desires to connect his or her property to the public water and sewer system shall submit the following to the Authority for review and approval:

1. The Authority has one (1) original site plan for the property that is noted as approved by the Authority.
2. The Service Line Installer must have one (1) original site plan that is noted as always approved by the Authority at the job site. This original site plan cannot have any notes or markings other than those made by the Authority.
3. The Service Line Installer must follow the site plan exactly. All water and sewer taps must be witnessed by the Authority.

Connection

- a) No person shall connect his or her premises to the Authority's sewer lines or water mains without first paying fees required hereunder and securing permits for said connections. No more than one (1) building shall be permitted to use a service line.
- b) Only those types of pipes as shall from time to time be approved by the Board of Directors, shall be used for the installation of all water lines. All water lines (mains and service lines) installed from and after December 13, 1994, shall be installed at a depth of at least sixty (60") inches below the surface of the ground; this distance to be measured from that portion of the pipe nearest the surface of the ground.
- c) Each service line shall contain a stop and waste cock where the water may be turned off.
- d) All building permits issued from and after November 1, 2013, for new construction and remodels to existing structures shall be required as a part of and condition to such construction to install a pressure reducing valve as part of the connection to the Authority water system.

Meters

The applicant shall not be entitled to water service until a water meter to meter quantities of water used shall also be installed. The cost of the water meter and its installation shall be paid by the Authority. Existing unmetered taps may be continued as unmetered taps, but the Authority reserves the right to require conversion from unmetered service to metered service in the future. ~~All water meters shall be owned by the Authority and all repair and maintenance of the water meter shall be the responsibility of the Authority.~~

All water meters shall be owned by the Authority. The repair, maintenance, and replacement

of the Metering Assembly shall be the responsibility of the Authority subject to the limitations set forth in the General Guidelines section of this Policy.

The Authority reserves the right to require master meter service for any property operating its own internal distribution system, including but not limited to mobile home parks, multi-unit residential developments, and commercial complexes with independent internal plumbing. Master meter service shall be governed by a separate written agreement between the Authority and the property owner.

Water Service Line

1. Meter pit must be installed at the property line.
2. Meter pit cannot be concrete.
3. Meter pit must be twenty-four (24") inches.
4. Meter pit lid and curb stop must be minimum three (3') feet from driveway. The final elevation of the meter pit is very important.
5. Four to one maximum slope must be maintained three (3') feet around the meter pit vault. The material for the pipe is K-Copper or DR9 HDPE.
6. Lock tight compression fittings must be used.
7. Water and sewer services must be ten (10') feet apart from property line to foundation. Natural bedding, with no rocks can be used after April 1 and before December 1. Road base or Class 6 squeegee must be used between December 1 and April 1. Water marking tape must be installed in trenches, one backhoe bucket above pipe. Water marking tape must be purchased from the Authority for \$55/per roll.
8. A six-foot (6') minimum of coverage is required over the water service line.
9. The water will remain off and the meter pit lid locked until the final / meter pit inspection has been completed.

Sewer Service Lines

1. Clean-outs must be installed at every bend.
2. Property line clean-out must be two-foot (2') from driveway. The sewer pipe must be straight between clean-outs. Forty-five (45°) degrees is the biggest bend allowed.
3. The material for the pipe is SDR-35.

-
4. No glue is allowed except for the Authority approved sewer service drop.
 5. Water and sewer service lines must be ten feet (10') apart from property line to foundation. Sewer marking tape must be installed in trenches, one backhoe bucket above pipe. Sewer marking tape must be purchased from the Authority for \$55/per roll.
 6. A three-foot (3') minimum of coverage is required over gravity sewer service line.
 7. A six-foot (6') minimum of coverage is required over a pressurized sewer line.

Inspections

- a) Inspections must be scheduled 24-hours in advance.
- b) Cancellation of inspection must be made by 9am the day of the inspection.
- c) Winter inspections (December 1 thru April 1) are scheduled between 10am and 2pm. All other inspections are scheduled between 9am and 3pm.
- d) A failed inspection will result in a \$50 failed inspection fee.
- e) A no-show is considered a failed inspection.
- f) Not having the approved site plan at the inspection is considered a failed inspection. A short notice inspection may be scheduled for a \$50 inspection fee.

Warranty

- ~~a) Materials and Labor under warranty for one (1) year.~~
 - a) **Authority Work.** The Authority warrants, for a period of one (1) year from the date of installation, the materials and labor for work performed by the Authority on Authority-owned components, including the service line from the main to the curb stop and the installation of the Metering Assembly. This warranty applies only to the Authority's installation work and runs from the date of installation.
 - b) **No Warranty for Customer-Side Work.** The Authority makes no warranty, express or implied, with respect to any customer-owned component, any work performed on customer-owned infrastructure, or the suitability of customer-owned components for any particular purpose. Any work performed by the Authority on customer-owned infrastructure for emergency containment, after-hours response, or as a courtesy is provided on an as-is basis and does not create a warranty, an ongoing maintenance obligation, or an assumption of responsibility for the customer's plumbing system.
 - c) **Customer-Side Repairs.** Repairs and replacements to customer-owned components shall be performed by a licensed plumber engaged by the customer at the customer's expense.
-

Water Tap Fees

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch (3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Sewer Use

The owner of every house, building or structure used for human occupancy, employment or recreation situated ~~within the town~~within the Authority's service area is hereby required, at his or her expense, to install suitable toilet facilities in accordance with the Uniform Plumbing Code, and to connect such facilities with the POTW or a treatment plant with a valid NPDES permit in accordance with the provisions herein within thirty (30) days after the date of official notice to do so, provided that a sanitary sewer main is within one hundred (100) feet of the owner's property line. Any septic tank, cesspool, privy or similar private disposal facility shall, upon such notice, be immediately emptied and filled with suitable material as ~~determined by the Town~~determined by the Authority. No persons shall discharge, or allow to be discharged, any wastewater except as follows:

1. By a direct service connection to the sewer main, which connection has been authorized by the Authority
2. By transporting in a safe and sanitary manner to a landfill or other disposal site approved by public health officials and capable of accepting the type of harmful wastes involved; or
3. By a service connection to a treatment plant with a valid NPDES permit where such connection is ~~approved by the Town~~approved by the Authority.

No person other than Authority personnel or other persons authorized by the Authority shall undertake maintenance and repair work on, uncover, open into, make service connections with, use, alter or disturb any portion of the Authority's POTW or manhole covers without first obtaining a ~~Town service connection permit~~Authority service connection permit. All service connections shall be at the permittee's expense, shall comply with all applicable provisions of this Article and all applicable ~~Town standards and specifications~~Authority

standards and specifications and provisions of this Code, as may be adopted from time to time, and shall be subject to all applicable fees and charges as may be ~~established by the Town~~established by the Authority.

No person shall erect or maintain any outhouse or privy ~~within the Town~~within the Authority's service area; except that chemical toilets shall be permitted at construction sites and as otherwise ~~authorized by the Town~~authorized by the Authority.

All sewage shall be discharged to sanitary sewers through authorized connections. No person shall discharge any sewage from any premises ~~within the Town~~within the Authority's service area into or upon any stream, watercourse or public property, or into any drain, cesspool or storm sewer.

No person shall make a connection which would allow any storm water, surface water, groundwater, roof runoff, subsurface drainage or cooling water to discharge into any sanitary sewer, except as hereinafter provided. ~~The Town Manager~~The Authority may issue a permit to allow a sump pump in a structure or building to discharge into the sanitary sewer if the installation of a sump pump meets the following criteria:

Sewer Tap Fees

The following charges shall be made for taps and connections to the Authority sewer system:

- a) Three-quarter-inch (3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Irrigation Tap Fees

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch(3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,

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- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
 - d) Two-inch (2") taps, the sum of \$20,000.00; and,
 - e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Any installation of irrigation only taps and meters will be at the customer's cost.

Tap Inspection Fee

This \$150 fee is intended to cover the cost of the Authority's inspection of the physical tap and to the customer's service line, entering the tap location on the Authority's as-built drawing set, and other ancillary services needed in connection with a new tap.

Meter Installation fee

This \$180 fee is to cover the cost of correctly placing and ensuring that the meter works.

Violations

It shall be a violation for any person to connect to the Authority's sewer lines or water mains without compliance with this Article. It shall be a violation of this Article to tamper with or otherwise disable the water meter to any premises. Any person who shall violate any of the provisions of this Article shall be subject to the provisions of [Kiowa Municipal Code - Section 1-72](#) and subject of penalties or fines set forth therein.

RESOLUTION 2026-03
TOWN OF KIOWA, COLORADO
KIOWA WATER AND WASTEWATER AUTHORITY

**A RESOLUTION AMENDING POLICY 24-100 CONCERNING DIVISION OF WORK
AND EXPENSE**

WHEREAS, the Kiowa Water and Wastewater Authority (“KWWA” or the “Authority”) is a body corporate and political subdivision of the State of Colorado, responsible for providing water and wastewater services within its service area; and

WHEREAS, pursuant to Section 32-1-903, C.R.S., the Board of Directors of the Authority (the “Board”) is vested with management, control, and supervision of all the business and affairs of the Authority; and

WHEREAS, on July 9, 2024, the Board adopted Resolution No. 5, Series 2024, approving Policy 24-100 concerning Division of Work and Expense (“Policy 24-100”), which established the respective responsibilities of the Authority and property owners for the construction, repair, and maintenance of water and sewer infrastructure within the Authority’s service area; and

WHEREAS, the Board has determined that revisions to Policy 24-100 are necessary and appropriate to clarify the division of ownership and maintenance responsibilities between the Authority and property owners, to limit the Authority’s liability for work performed on customer-owned infrastructure, to address the Authority’s warranty obligations, to reserve the Authority’s right to require master meter service for properties operating their own internal distribution systems, and to provide a process for the orderly transition of non-conforming metering installations to property-line meter pits conforming to the Authority’s specifications; and

WHEREAS, the Board has reviewed a revised version of Policy 24-100, attached hereto as Attachment A and incorporated herein by this reference (the “Revised Policy”), and finds that adoption of the Revised Policy is in the best interests of the Authority and the health, safety, and welfare of the residents and customers within and without the boundaries of its service area.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE KIOWA WATER AND WASTEWATER AUTHORITY, KIOWA, COLORADO, AS FOLLOWS:

Section 1. The Revised Policy attached hereto as Attachment A is hereby adopted as Policy 24-100 of the Authority, effective as of the date of this Resolution.

Section 2. The Revised Policy supersedes and replaces Policy 24-100 as previously adopted by the Board pursuant to Resolution No. 5, Series 2024, on July 9, 2024.

Section 3. Any and all resolutions and policies, or parts thereof, in conflict or inconsistent with the actions of the Board adopted by this Resolution are, to the extent of such conflict or inconsistency, hereby repealed.

Section 4. This Resolution shall take effect immediately upon adoption.

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS ON MAY 12, 2026.

KIOWA WATER AND WASTEWATER
AUTHORITY

Donald Gabehart, Board President

Attest:

Sasha Davidson, Secretary to the Board

ATTACHMENT A

KIOWA WATER AND WASTEWATER AUTHORITY

POLICY 24-100

DIVISION OF WORK AND EXPENSE

(As Revised and Adopted May 12, 2026)

KIOWA WATER AND WASTEWATER AUTHORITY

Policy Area: Water and Sewer	Title of Policy: Division of Work and Expense
Number: 24-100	Number of Pages: 8
Effective Date: May 12, 2026	Revised by: KWWA Counsel, Paul Polito
Approved Date: May 14, 2024 Revision Date: May 12, 2026	Approved by: KWWA Board

General Guidelines

Any person who desires to connect his or her property to the public water and sewer system shall install, at his or her own expense and after approval from the Authority, water mains and sewer lines from the existing facilities on his or her property. All construction shall be to Authority’s specifications and subject to Authority inspection before final hookup is allowed. All water mains and sewer lines in the public right-of-way are deemed dedicated to the Authority. The Authority shall own and maintain the water line from the main to the curb stop and the property owner shall own and maintain the service line from the curb stop to the premises served (*see Diagram-1 below*).

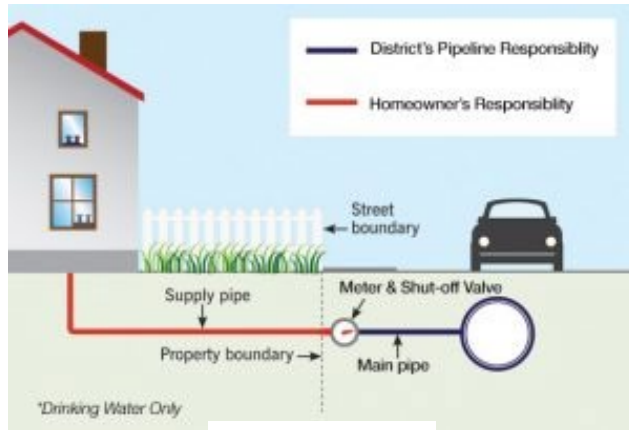


Diagram - 1

The Authority shall own and maintain the water line from the main to and including the curb stop. The Authority shall also own and maintain the water meter, meter yoke, and remote readout (collectively, the “Metering Assembly”), provided that the Metering Assembly is installed in a meter pit at the property line conforming to the Authority’s specifications. The Authority’s responsibility for the Metering Assembly is limited to ordinary wear and tear arising from normal metering operations. The Authority shall not be responsible for damage caused by freezing, lack of access, action or inaction of the owner, occupant, or any third party other than the Authority, failure of customer-owned components, or installation or location not conforming to the Authority’s specifications. Any such damage shall be repaired or replaced at the owner’s expense.

The owner shall own and maintain the service line from the curb stop to the point of ultimate use, together with all pipes, fittings, valves, and devices on the customer's side of the curb stop, other than the Metering Assembly. Repairs and replacements to customer-owned components shall be performed by a licensed plumber engaged by the owner at the owner's expense. The owner shall keep the curb stop, meter pit, meter, and remote readout conveniently accessible, properly capped, protected from freezing and physical damage, and clear of debris at all times.

Any work performed by the Authority on customer-owned infrastructure, whether for emergency containment, after-hours response, or as a courtesy, does not constitute a warranty of the work, an assumption of ongoing maintenance responsibility for the affected component, or an assumption of responsibility for the customer's plumbing system. Permanent repairs to customer-owned components remain the owner's responsibility.

Existing installations of the Metering Assembly that do not conform to the Authority's specifications as of the effective date of this Policy shall continue to be maintained by the Authority on a grandfathered basis. Each such installation shall be relocated to a conforming meter pit at the property line upon the earlier of (i) the next failure, replacement, or substantial repair of any component of the Metering Assembly, (ii) any planned capital project affecting the service, or (iii) two (2) years from the effective date of this Policy. The Authority reserves the right to require relocation of any non-conforming installation at the owner's expense where access, operational, or system-integrity concerns warrant.

Mains and lines on private property remain private unless other agreements are made with the Authority. Subject to the provisions of listed under **Connection** below, upon application, approval by the Authority, inspection and payment of all required fees, charges and costs, any person may connect his or her property which is located within the Authority's service area to the Authority's water mains and sewer lines.

In the event the Authority should desire the oversizing of any main or line to provide for future growth, the Authority shall so notify the owner and shall pay the reasonable difference in cost between what the cost would have been to serve the property without oversized lines and the cost with oversized lines.

Site Plans

Any person who desires to connect his or her property to the public water and sewer system shall submit the following to the Authority for review and approval:

1. The Authority has one (1) original site plan for the property that is noted as approved by the Authority.
2. The Service Line Installer must have one (1) original site plan that is noted as always approved by the Authority at the job site. This original site plan cannot have any notes or

markings other than those made by the Authority.

3. The Service Line Installer must follow the site plan exactly. All water and sewer taps must be witnessed by the Authority.

Connection

- a) No person shall connect his or her premises to the Authority's sewer lines or water mains without first paying fees required hereunder and securing permits for said connections. No more than one (1) building shall be permitted to use a service line.
- b) Only those types of pipes as shall from time to time be approved by the Board of Directors, shall be used for the installation of all water lines. All water lines (mains and service lines) installed from and after December 13, 1994, shall be installed at a depth of at least sixty (60") inches below the surface of the ground; this distance to be measured from that portion of the pipe nearest the surface of the ground.
- c) Each service line shall contain a stop and waste cock where the water may be turned off.
- d) All building permits issued from and after November 1, 2013, for new construction and remodels to existing structures shall be required as a part of and condition to such construction to install a pressure reducing valve as part of the connection to the Authority water system.

Meters

The applicant shall not be entitled to water service until a water meter to meter quantities of water used shall also be installed. The cost of the water meter and its installation shall be paid by the Authority. Existing unmetered taps may be continued as unmetered taps, but the Authority reserves the right to require conversion from unmetered service to metered service in the future. All water meters shall be owned by the Authority. The repair, maintenance, and replacement of the Metering Assembly shall be the responsibility of the Authority subject to the limitations set forth in the General Guidelines section of this Policy.

The Authority reserves the right to require master meter service for any property operating its own internal distribution system, including but not limited to mobile home parks, multi-unit residential developments, and commercial complexes with independent internal plumbing. Master meter service shall be governed by a separate written agreement between the Authority and the property owner.

Water Service Line

1. Meter pit must be installed at the property line.

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2. Meter pit cannot be concrete.
 3. Meter pit must be twenty-four (24") inches.
 4. Meter pit lid and curb stop must be minimum three (3') feet from driveway. The final elevation of the meter pit is very important.
 5. Four to one maximum slope must be maintained three (3') feet around the meter pit vault. The material for the pipe is K-Copper or DR9 HDPE.
 6. Lock tight compression fittings must be used.
 7. Water and sewer services must be ten (10') feet apart from property line to foundation. Natural bedding, with no rocks can be used after April 1 and before December 1. Road base or Class 6 squeegee must be used between December 1 and April 1. Water marking tape must be installed in trenches, one backhoe bucket above pipe. Water marking tape must be purchased from the Authority for \$55/per roll.
 8. A six-foot (6') minimum of coverage is required over the water service line.
 9. The water will remain off and the meter pit lid locked until the final / meter pit inspection has been completed.

Sewer Service Lines

1. Clean-outs must be installed at every bend.
2. Property line clean-out must be two-foot (2') from driveway. The sewer pipe must be straight between clean-outs. Forty-five (45°) degrees is the biggest bend allowed.
3. The material for the pipe is SDR-35.
4. No glue is allowed except for the Authority approved sewer service drop.
5. Water and sewer service lines must be ten feet (10') apart from property line to foundation. Sewer marking tape must be installed in trenches, one backhoe bucket above pipe. Sewer marking tape must be purchased from the Authority for \$55/per roll.
6. A three-foot (3') minimum of coverage is required over gravity sewer service line.
7. A six-foot (6') minimum of coverage is required over a pressurized sewer line.

Inspections

- a) Inspections must be scheduled 24-hours in advance.
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- b) Cancellation of inspection must be made by 9am the day of the inspection.
 - c) Winter inspections (December 1 thru April 1) are scheduled between 10am and 2pm. All other inspections are scheduled between 9am and 3pm.
 - d) A failed inspection will result in a \$50 failed inspection fee.
 - e) A no-show is considered a failed inspection.
 - f) Not having the approved site plan at the inspection is considered a failed inspection. A short notice inspection may be scheduled for a \$50 inspection fee.

Warranty

- a) **Authority Work.** The Authority warrants, for a period of one (1) year from the date of installation, the materials and labor for work performed by the Authority on Authority-owned components, including the service line from the main to the curb stop and the installation of the Metering Assembly. This warranty applies only to the Authority's installation work and runs from the date of installation.
- b) **No Warranty for Customer-Side Work.** The Authority makes no warranty, express or implied, with respect to any customer-owned component, any work performed on customer-owned infrastructure, or the suitability of customer-owned components for any particular purpose. Any work performed by the Authority on customer-owned infrastructure for emergency containment, after-hours response, or as a courtesy is provided on an as-is basis and does not create a warranty, an ongoing maintenance obligation, or an assumption of responsibility for the customer's plumbing system.
- c) **Customer-Side Repairs.** Repairs and replacements to customer-owned components shall be performed by a licensed plumber engaged by the customer at the customer's expense.

Water Tap Fees

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch (3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 1/2") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,

e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Sewer Use

The owner of every house, building or structure used for human occupancy, employment or recreation situated within the Authority's service area is hereby required, at his or her expense, to install suitable toilet facilities in accordance with the Uniform Plumbing Code, and to connect such facilities with the POTW or a treatment plant with a valid NPDES permit in accordance with the provisions herein within thirty (30) days after the date of official notice to do so, provided that a sanitary sewer main is within one hundred (100) feet of the owner's property line. Any septic tank, cesspool, privy or similar private disposal facility shall, upon such notice, be immediately emptied and filled with suitable material as determined by the Authority. No persons shall discharge, or allow to be discharged, any wastewater except as follows:

1. By a direct service connection to the sewer main, which connection has been authorized by the Authority
2. By transporting in a safe and sanitary manner to a landfill or other disposal site approved by public health officials and capable of accepting the type of harmful wastes involved; or
3. By a service connection to a treatment plant with a valid NPDES permit where such connection is approved by the Authority.

No person other than Authority personnel or other persons authorized by the Authority shall undertake maintenance and repair work on, uncover, open into, make service connections with, use, alter or disturb any portion of the Authority's POTW or manhole covers without first obtaining a Authority service connection permit. All service connections shall be at the permittee's expense, shall comply with all applicable provisions of this Article and all applicable Authority standards and specifications and provisions of this Code, as may be adopted from time to time, and shall be subject to all applicable fees and charges as may be established by the Authority.

No person shall erect or maintain any outhouse or privy within the Authority's service area; except that chemical toilets shall be permitted at construction sites and as otherwise authorized by the Authority.

All sewage shall be discharged to sanitary sewers through authorized connections. No person shall discharge any sewage from any premises within the Authority's service area into or upon any stream, watercourse or public property, or into any drain, cesspool or storm sewer.

No person shall make a connection which would allow any storm water, surface water, groundwater, roof runoff, subsurface drainage or cooling water to discharge into any sanitary sewer, except as hereinafter provided. The Authority may issue a permit to allow a sump

pump in a structure or building to discharge into the sanitary sewer if the installation of a sump pump meets the following criteria:

Sewer Tap Fees

The following charges shall be made for taps and connections to the Authority sewer system:

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Irrigation Tap Fees

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch(3/4") taps, the sum of \$6,500.00; and,
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- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Any installation of irrigation only taps and meters will be at the customer's cost.

Tap Inspection Fee

This \$150 fee is intended to cover the cost of the Authority's inspection of the physical tap and to the customer's service line, entering the tap location on the Authority's as-built drawing set, and other ancillary services needed in connection with a new tap.

Meter Installation fee

This \$180 fee is to cover the cost of correctly placing and ensuring that the meter works.

Violations

It shall be a violation for any person to connect to the Authority's sewer lines or water mains without compliance with this Article. It shall be a violation of this Article to tamper with or otherwise disable the water meter to any premises. Any person who shall violate any of the provisions of this Article shall be subject to the provisions of [Kiowa Municipal Code - Section 1-72](#) and subject of penalties or fines set forth therein.
