

Diamondhead Sanitary District

Application for Service

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SANITARY SEWER SERVICE APPLICATION

Attention applicants: As of May1, 2018, the DSD Board has approved a \$750 connection/disconnection fee per dwelling unit. If you need assistance with this application, please call 877-451-0128 and the DSD Board will return your call.

Service Address (legal address, not intersection)

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Lot #

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Property Owner Contact and Billing Information

Check if Billing Address is the same as the Requested Service Address

First Name	
Last Name	
Street Address	
City/State/Zip	
Phone	
Email	

Contractor Contact and Billing Information

Contractor/Company Name	
Agent First/Last Name	
Street Address	
City/State/Zip Code	
Phone	
Email	

Plot Sketch of Proposed Service Line Installation:

Please Note:

1. Plan North Arrow
2. Location of Residence/Structure Served with length and width
3. Location of main tap
4. Streets if applicable
5. Approximate length of service from tap to structure
6. Estimated depth of tap
7. Lot #
8. Utility or other Easements
9. Water lines

Check if you have read the Sewer Connection Instructions.

Check if you have read the DSD Ordinances.

Applicant Name	Applicant Signature	Date:

Permit Action	DSD Signature	Date:
[Approved] [Not Approved]		

Inspection Action	Inspector Signature	Date:
[Approved] [Not Approved]		

SANITARY SEWER SERVICE CONNECTION INSTRUCTIONS

- I. Introduction
 - A. All sanitary sewer service connections and repairs to existing connections to the Diamondhead Sanitary Sewer District's (DSD) sanitary sewer system must be approved, permitted, and inspected by the DSD. These connections include residential and any other connections to the DSD's system or any repairs/replacement to existing sanitary sewer service lines.
 - B. For additional clarification and information, please contact: 877-451-0128 and the DSD Board will return your call.
- II. General Information and Requirements
 - A. Applicant must submit the application for a sewer permit to the LBMC Office with the completed Plot Plan. The applicant must pay the required fees when the permit application is submitted.
 - B. The Applicant may pick up the approved permit at the LBMC Office but should allow approximately two weeks for processing. We recommend the applicant call ahead to verify the application is ready for pickup.
 - C. The applicant is responsible to schedule the sewer tap inspection a minimum of 48 hours in advance of the connection with Veenstra and Kimm (Jason R. VanAusdall <jvanausdall@v-k.net, phone 515-850-2980). Contractor must be on site at time of inspection.
 - D. The integrity and operation of the DSD sewer system must be maintained at all times.
- III. Excavation and Pipe Bedding
 - A. The applicant is responsible for excavation and exposing the sewer main immediately prior to connection by the contractor. Excavation and backfilling of the main is encouraged to be done in the same eight hour day between 8 a.m. and 5 p.m. It must be filled immediately after the connection is made and inspected. If immediate backfill is not practical, combination of safety fence, safety cones, and lighted barricades are required around the entire excavation.
 - B. All excavations shall meet OSHA standards for trench safety.
 - C. Piping shall be bedded with a minimum 6 inches of pea gravel or sand and covered by at least 6 inches of the same material to prevent damage during backfill. See *V. Street Replacement* section for additional backfilling requirements under the roadway.
 - D. Alternative bedding method (if soil is suitable): Mechanical excavation shall be held to 4" above final pipe elevation. The remainder shall be shape by hand excavation so that the pipe rests on undisturbed soil. Piping shall be covered by at least 6 inches of the pea gravel or sand to prevent damage during backfill.
 - E. All excavations below the required depth shall be refilled and compacted with sand or gravel. If rock is encountered, excavate rock 6" below pipe and refill with compacted sand or gravel.
 - F. Compaction - All excavated areas shall be backfilled and tamped to 95% maximum density. Some approved methods of compaction are:
 1. Hydra-tamping
 2. Air-tamp
 3. Vibratory Platform
- IV. Street Cutting

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- A. Cuts in the street shall be no larger than necessary to provide adequate working space for proper installation of pipe and appurtenances. Cutting shall be started with a concrete saw in a manner which will provide a clean groove at least 1-1/2 inches deep along each side of the trench.
 - B. Pavement shall be removed so that a shoulder, not less than 12 inches in width, is left between the edge of the pavement and the edge of the trench. Trench width at the bottom shall not be greater than at the top, and no undercutting will be permitted. Pavement cuts shall be made to and between straight or accurately-marked curved lines which, unless otherwise required, shall be parallel to the centerline of the trench.
 - C. Pavement removed for a connection to the existing sewer line shall not be of greater size than necessary for the installation.
- V. Street Replacement
- A. All excavations under a street shall be completely filled with 1" crushed stone (gravel) backfill in uniform layers not exceeding 12 inches in un-compacted thickness. The backfill shall be compacted to not less than 70% relative density (ASTM D2049).
 - B. The replacement roadway patch shall be composed of an asphaltic concrete overlay at least 4 inches thick. If weather conditions prohibit a permanent patch, compact gravel backfill material shall be installed to the pavement elevation until weather conditions allow for the permanent patch to be installed.
 - C. The applicant shall be responsible for repairing settlement in the roadway for a period of one year after the installation.
- VI. Restoration in the Right of Way (not in roadway) and other Private Property(not owner)
- A. The applicant is responsible for final excavation elevation, backfill and restoration of the ground surface. The ground surface shall be restored to its original state prior to the work.
 - B. Excavated material may be used for backfill if suitable (unfrozen and free from rock and debris).
 - C. All cleanup, final grading and compaction shall be completed within 10 calendar days from the date the tap is made.
 - D. Final restoration to include seeding and/or sodding shall be completed within 90 calendar days from the date that the tap is made.
 - E. The applicant shall be responsible for repairing settlement for a period of one year after the installation.
- VII. Street Crossing
- A. All street and/or drive crossings shall be made by means of boring, pushing, or tunneling. No open excavation is allowed without prior approval.
- VIII. Taps and Fees
- A. Contractor shall make all sanitary sewer service main taps and shall provide all tools necessary to perform such taps. All taps shall be approved by the DSD staff prior to inspection.
 - B. All sewer taps and inspections shall be scheduled a minimum of two working days in advance. This scheduling will help avoid any unnecessary delays for the inspection staff, the plumber, and the excavating crew. No inspections shall be scheduled after 4:00 p.m. Contractor may schedule these taps by calling Veenstra and Kimm (Jason R. VanAusdall <jvanausdall@v-k.net, phone 515-850-2980).
 - C. The contractor shall be responsible for any damage that may occur to the sanitary sewer main while making the connection.
 - D. The minimum allowable distance between taps on the sewer main is two feet

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measured from inside to inside.

- E. No taps shall be made under overhanging rock, sidewalks, drives, unsafe trench conditions, etc.
 - F. All required fees shall be collected at the time that the applicant submits the application for a sanitary sewer service connection permit. Re-inspection fees will be assessed if connection or tap is disapproved causing multiple trips by inspection staff.
- IX. Utilities Separation Distances
- A. The following minimum separation distances between the sewer service line and other underground utilities are required:
 - Water connection 10 feet
 - Power 5 feet
 - Telephone 5 feet
 - Other sewer service 2 feet
 - Sewer main joint 2 feet
- X. Methods of Connection
- A. Connections to DSD Sewer shall be made using in-line wye junctions or saddles.
 - B. Wye junctions: A junction is inserted into the DSD sewer after a section of the existing pipe has been cut out and removed. Joining shall be by means of a repair coupling at each end of the junction pipe. All junction connections shall use a flexible coupling designed for the pipe materials involved (Fernco Stock Coupling or equal). Rigid joints will not be permitted. Wye junctions shall be the same material as the existing sewer and be placed in the direction of flow at a 2/10 o'clock position. The connection must be at least 24" from the nearest joint or lateral connection..
 - C. The use of saddles on clay or concrete sewers is acceptable where the DSD sewer diameter is three increments larger than the connection diameter, e.g. a 12" dia. public sewer can only be connected to by a 4" dia. Saddle. Saddle connections must be positioned at 10 o'clock or 2 o'clock and at an angle of 45 degrees to the direction of flow. A single hole in the DSD Sewer must be made by diamond core drilling. Saddles shall be the same material as the existing DSD sewer if possible.
 - D. Connection to an existing DSD Manhole is not allowed without prior approval by the DSD board. Detailed drawings and method statements must be submitted for express written approval. If approved, the new pipe shall be connected in such a manner that the levels of the existing and new pipes are the same. Pipes in manholes should not be plastic. If it is impractical (due to corresponding pipe levels) to connect into the existing manhole at the same level as the existing sewer, then a backdrop arrangement may be constructed outside the manhole. Internal back drops are discouraged and may only be considered upon application, in which case they should be ductile iron.

Frequently Asked Questions:

- a. What does the connection fee cover?
The connection fee covers costs for the third party inspection. All labor and materials required to make the new connection shall be by the Owner/Contractor.
- b. Who do we call to order the tap line inspection?
 - a. *Veenstra and Kimm (Jason R. VanAusdall <jvanausdall@v-k.net, phone 515-850-2980)*
- c. How much notice should be given for inspection?
A minimum of 48 hours should be allowed.
- d. When will the inspection fee be collected?
Fee shall be collected when the application is submitted to the office.
- e. How do we locate the existing sewer?
Contact the LBMC Office [515.523.2588] for a pdf map showing general locations of the district sewer mains and system. It is the responsibility of the Owner/Contractor to determine the exact location. Note that Service stubs are not provided to individual lot property lines.
- f. What happens if the inspection fails?
The work will need to be corrected and re-inspected. The cost for the rework and additional inspection will be the responsibility of the Owner/Contractor.
- g. Can I connect a foundation drain or ground water sump pump to the DSD sewer?
No per LBMC Bylaws.
- h. Do I need a permit to repair or replace my existing sewer tap?
Yes.

DSD ORDINANCES

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**Sanitary Sewer Connection Permit
Diamondhead Sanitary District**

ORDINANCE NO. 1

AN ORDINANCE PROVIDING FOR THE DESIGNATION OF POSTING PLACES

Be it ordained by the Board of Trustees of the Diamondhead Sanitary District, Iowa:

SECTION 1. Posting Places. The following public places within the Diamondhead Sanitary District, Guthrie County, Iowa are herewith designated as the places where all ordinances, resolutions, orders, rules, regulations, or other actions, required to be posted, may be posted for publication purposes:

Billboard at the North end of Diamondhead
Lake

Billboard at the South end of Diamondhead
Lake

Diamondhead Lake Office (log house)

SECTION 2. When Effective. This Ordinance shall be in full force and effect after its final passage, approval and publication as provided by law.

PASSED and APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

ORDINANCE NO. 2

AN ORDINANCE TO REGULATE BUILDING SERVICE LINES

Be it ordained by the Board of Trustees of the Diamondhead Sanitary District, Iowa:

SECTION 1. Unless otherwise expressly stated, the term "State" shall mean the State of Iowa.

SECTION 2. All building service lines connecting to the public sanitary sewer shall conform in all respects to the building and plumbing codes of the State and all other applicable State rules and regulations. All such lines shall also conform to all applicable ordinances, rules, and regulations of the Diamondhead Sanitary District. An inspection of the connection must be by an approved inspection agency by DSD.

SECTION 3. A permit issued under and pursuant to the State plumbing code shall be required for connection to the public sewer. The fee for such permit, if any, shall be in addition to any connection fee imposed by the District.

SECTION 4. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Sanitary Sewer Connection Permit Diamondhead Sanitary District

SECTION 5. If any section, provision, or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, provisions, or part thereof not adjudged invalid or unconstitutional.

SECTION 6. This Ordinance shall be in full force and effect after its final passage, approval and publication as provided by law.

PASSED and APPROVED this ____ day of April, 2018 by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

ORDINANCE NO. 3

AN ORDINANCE REGULATING THE CONNECTION TO THE SANITARY SEWER SYSTEM OF THE DIAMONDHEAD SANITARY DISTRICT AND THE ESTABLISHMENT OF A CHARGE THEREFOR

Be it ordained by the Board of Trustees of the Diamondhead Sanitary District, Iowa:

SECTION 1. Connection. A connection permit from the District shall first be required for the connection to the sanitary sewer system of the Diamondhead Sanitary District. Connection to the Diamondhead Sanitary System shall be inspected and approved by a DSD approved inspection agency prior to being concealed from access or sight.

SECTION 2. Charge. The charge for such a connection permit shall be as follows: each one-family dwelling residential connection, (Seven Hundred Fifty Dollars). Except in emergency situations, as determined by the DSD Board, if work for which a connection permit is required is started or continued by any person before obtaining a required permit, the regular connection fee as specified in this article for such work may be doubled. The payment of such double fee shall not relieve any person from fully complying with the requirements of the plumbing codes in the execution of the work nor from visual inspection for approval. However, no double fee shall be imposed upon any person who starts work without a permit if:

(1) Work is started on Saturday, Sunday, or holiday, or during any other day when the office of the building official is not normally open for business; and

(2) Such person secures the proper permit on the next working day of the community development department.

(3) SECTION 3. Inspections.

(1)The person doing the connection work shall notify the Inspection Agency that the work is ready for inspection. The Agency shall perform the required inspection and, if the work complies with the provisions of the building codes, issue written verification noting the date and results of the inspection.

(2) If the work does not comply with the provisions of the building codes, the Agency shall issue written description of specific violations. When the rework is completed, the person doing it shall notify the Inspection Agency that the work is ready for final inspection. Any costs for the rework and additional inspection fees shall be the responsibility of the person doing the work.

(3) All construction trades, DSD Board and inspectors shall have the right to enter upon any property during reasonable hours in the discharge of their official duties.

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SECTION 4. Disconnection. No permit to demolish a single family dwelling shall be issued until it has been established that existing sewer and/or water services have been properly disconnected and approved.

SECTION 5 Saving Clause. If any section, provisions, or part of this Ordinance shall be adjudged to be invalid or shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, provisions, or part thereof no adjudged invalid or unconstitutional.

SECTION 6. When Effective. This Ordinance shall be in full force and effect its final passage, approval and publication as provided by law.

PASSED and APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

ORDINANCE NO. 4

AN ORDINANCE ESTABLISHING A USER CHARGE SYSTEM TO PROVIDE FUNDS TO PAY FOR ALL EXPENSES ASSOCIATED WITH ADMINISTRATION AND OTHER GENERAL FUND EXPENDITURES

Be it ordained by the Board of Trustees of the Diamondhead Sanitary District, Iowa:

SECTION 1. Purpose of Ordinance. It is hereby determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the District, to levy and collect charges, rates, or rentals upon all lots, parcels of real estate and buildings that are connected directly or indirectly with the sanitary sewer systems. The proceeds of such charges or rentals so derived are to be used for the purpose of the operation, maintenance, repair, replacement and debt service of the sewage treatment works, administration, and any other general fund expenditure not paid from other sources of revenue.

SECTION 2. Definitions. Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms shall, for the purpose of this Ordinance, have the meanings in this section.

"Basic sewer charge" refers to a quarterly charge which is intended to recover the cost of operations and maintenance for the District's administrative and other general fund expenditures.

"Collection Agent" refers to the LBMC.

"Contributor" or "User" refers to any person, corporation or other entity or organization whose property lies within the limits of the District and who is responsible for the production of waste which is directly discharged into the local sanitary sewer systems.

"Customer service charge" is the charge to customers to recover the cost of billing, collecting, certain administration, flow monitoring, fund contributions.

"District" refers to the Diamondhead Sanitary District.

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"Domestic wastewater" means all household-type waste discharged from places of human habitation including sanitary convenience, kitchen, and laundry waste.

"Local sanitary sewer systems" refers to the local sewage collection systems, including mains, laterals and pumping stations.

"Maintenance" refers to capital improvements, servicing, repairs, or replacement of any portion of, or additions to, the sanitary sewer system.

"Replacement" shall mean expenditures for obtaining and installing equipment, accessories, or appurtenances which are necessary during the useful life of the local sanitary

sewer systems to maintain the capacity and performance for which they were designed and constructed.

"Sewage service charge" refers to all rates, charges, fees, or rentals levied against and payable by the contributors.

"Useful life" shall mean the estimated period during which the local sanitary sewer systems will be operated.

"User" means "contributor".

SECTION 3. Annual Revenues. The Basic Sewer Charge shall generate adequate annual revenues to pay the District's general fund expenditures not paid from other sources of revenue.

SECTION 4. Basic Sewer Charge. Except as hereinafter noted, each contributor shall pay to the District, through its respective Collection Agent at the Collection Agent's office, at the same time payment for water service is made, a basic charge for domestic wastewater contribution. The Basic Sewer Charge shall be assessed to all such contributors on the basis of quarterly charge and shall be determined annually, to pay the total of the following:

(a) The budgeted amount of the District's general fund expenditures relating, directly or indirectly, to the local sanitary sewer systems.

Other revenue and available cash balances may be considered in determining the Basic Sewer Charge. The basic sewer charge for each fiscal year, beginning with the year commencing July 1, 2003, shall be determined by the Board of Trustees within ninety days following the adoption and certification of the District's budget for such fiscal year with the rate to be published in accord with the District's policy.

SECTION 5. Rate Determination Conditions.

- If in the judgment of the Board of Trustees, special conditions other than contribution of toxic pollutants surround the use of water service to the extent that the application of the Basic Sewer Charge provided in Section 4 would be inequitable or unfair either to the District or to a Contributor, a special rate shall be established by the District. A special rate in such cases shall be established only by resolution of the Board of Trustees.

- Any Contributor who discharges any toxic pollutants which cause an increase in the cost of managing the effluent or the sludge from the District treatment plant, or any Contributor who discharges any substance which singly or by interaction with other substances causes identifiable increases in the cost of operation, maintenance or replacement, shall pay for such increased costs. The charge to each Contributor shall be as determined by the Board of Trustees.

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SECTION 6. Measurement of Sewer Use.

- Each Contributor's basic sewer charge shall be a quarterly charge as set by the Board unless an alternate means of measuring sewer use by a Contributor is approved or required by the Board of Trustees.

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- The Trustees may require an alternate means of measuring sewer use, such as the actual measurement or metering of wastewater discharge, if the Trustees determine that such a means would be better and more accurate.

SECTION 7. Effective Dates of Rates. The rates, service charges, rentals or fees provided in this Ordinance, shall be applied during the customary billing periods as to all bills mailed by the Collection Agent or the District from and after (but as of) April 1, 2003. Such rates, charges, rentals, or fees shall thereafter be paid and collected as provided in this Ordinance.

SECTION 8. Billing Periods. All users shall be billed quarterly. Payments are due when the billings are made. Any payment not received within 45 days after the billings are made shall be delinquent.

SECTION 9. Failure to Pay.

- If the contributor is a consumer of water, the sewage service charges shall be and are hereby designated as subject to the same rules of delinquency and suspension of service as provided by the LBMC Water Department for water service, except that such charges or rates shall be paid within 30 days after the date the same are billed to the contributor. Failing which, the District may impose a lien upon the property served by the local sanitary sewer system for all delinquent sewer service charges in accordance with subsection 358.20 of the Code of Iowa, plus a Guthrie County administrative fee for each lien certified, plus a District late payment fee in the amount of \$25.00 per quarter to recoup the District's administrative processing costs and lost investment on the unpaid amount. The lien herein provided shall apply only to that property or those properties for which the contributor's account is delinquent.

- The clerk shall prepare an assessment schedule listing all delinquent sewer use accounts as, when and if submitted by the Collection Agent. Such schedule shall show each delinquent account by name of the Contributor or the property owner shall identify each property for which the sewer use account is delinquent, and shall show the delinquent amount and the late payment fee to be assessed against each such property. The assessment schedule shall be presented to the Board of Trustees and upon the Board's approval thereof, the same shall be certified and filed with the Guthrie County Treasurer for filing of liens against the properties shown thereon in the amounts shown thereon.

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- Such lien shall be enforced until payment in full of the delinquent amount and the late payment fees shown on the assessment schedule is satisfied by payment of said amounts at the office of the county treasurer.

- If the contributor is an operator of a private water supply, failure to pay service charges shall be subject to similar rules as to delinquency and suspension of service, property lien, certification of delinquency and definition of delinquency as set out herein.

SECTION 10. Annual Review of Rates. The District will review the user charge system annually and revise the Basic Sewer Charge and rates as necessary to ensure that the system generates adequate revenues to pay all expenditures incurred during the year for the District's share of the annual costs of operation and maintenance, and such other District debt service and financing of construction which the District may designate, reserves, and other general fund expenditures not paid by other sources of revenue.

SECTION 11. User Notification. The District will notify each user at least annually of the Basic Sewer Charge being charged for operation, maintenance and debt service, provided, however, that liability to pay such charges as above provided is not contingent upon such notification.

SECTION 12. Review of User Charges.

- Any sewer user who feels his user charge is unjust and inequitable as applied to his premises within the intent of the foregoing provisions may make written application to the Board of Trustees requesting a review of his user charge.

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- Review of the request shall be made by the respective Engineer and he shall determine if it is substantiated or not, including recommending further study of the matter by him or other registered professional engineer.
- If the request is determined to be substantiated, the Basic Sewer Charge for that user shall be recomputed.
- Any such determination shall be appealable to the Board of Trustees. The determination of the Trustees in such event shall be final.

SECTION 13. Collection Agent.

- The Collection Agent shall bill all contributors using LBMC water for the sums of money due the District for sewage service under the terms of this ordinance, and shall collect all such charges at the same time, place and in conjunction with the water charges in accordance with the schedule of rates of this Ordinance.
- All moneys received by the Collection Agent from Basic Sewer Charges shall be transmitted to the District Treasurer.

SECTION 14. Inconsistent Agreements or Contracts. The provisions of this Ordinance shall take precedence over any terms or conditions of agreements or contracts which are inconsistent with the requirements of Section 204(b)(1)(A) of the Federal Water Pollution Control Act and Section 35.2140 of 40 CFR Part 35, dated May 12, 1982, as amended.

SECTION 15. Severability. If any provision, Paragraph, word, section, or article of this ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.

SECTION 16. Effective Date. This ordinance shall be in full force and effect from and after its passage, approval, and publication, as provided by law.

PASSED and APPROVED this ____ day of April, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

ORDINANCE NO. 5

**Sanitary Sewer Connection Permit
Diamondhead Sanitary District**

**AN ORDINANCE TO PROHIBIT THE DISCHARGE OF STORM WATER
RUNOFF, SURFACE OR GROUND WATER, ROOF RUNOFF OR
SUBSURFACE DRAINAGE INTO THE SANITARY SEWER SYSTEM.**

Be it ordained by the Board of Trustees of the Diamondhead Sanitary District, Iowa:

SECTION 1. No person shall discharge or cause to be discharged any storm water runoff, surface or ground water, roof runoff, or subsurface drainage by a direct or indirect connection into the sanitary sewer system of the Diamondhead Sanitary District. Prohibited subsurface drainage shall include both interior or exterior foundation drains into the sanitary sewer system.

SECTION 2. This Ordinance shall be applicable to both old and new construction as well as to any improvements.

SECTION 3. This Ordinance shall be in full force and effect after its final passage, approval and publication as provided by law.

PASSED and APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

ORDINANCE NO. 6

**AN ORDINANCE REGARDING SANITARY SEWER CLEANING,
REPAIR, AND/OR MAINTENANCE BY SEWER CONTRIBUTORS/USERS**

Be it ordained by the Board of Trustees of the Diamondhead sanitary district, Iowa:

SECTION 1. Should a Contributor/user of the Sanitary6 sewer system decide that cleaning services, plumbers, repair services, and/or any other type of sewer maintenance be necessary, then that person needs to contact the District, through one or more of its Trustees, to obtain authorization for such work.

SECTION 2. Any such work, described in Section 1 herein, which is not authorized by the District, through one or more of its Trustees, shall not be paid for by the District. The responsibility for said bill will lie completely and solely with the Contributor/user.

SECTION 3. The District shall not unreasonably deny authorization for such a project.

PASSED AND APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

**Sanitary Sewer Connection Permit
Diamondhead Sanitary District**

**DIAMONDHEAD SANITARY DISTRICT
RESOLUTION NO. 1-02-04-03**

WHEREAS, the Board of Trustees has this day passed and approved Ordinance No 4 which establishes a user charge system to provide funds to pay for all expenses associated with the administration and other general fund expenditures, through the imposition of a basic sewer charge;

WHEREAS, the District establishes such basic sewer charge to be \$132.00 per quarter;

WHEREAS, the charges for contributors are billed by the Diamondhead Sanitary District and are payable to Diamondhead Sanitary District;

WHEREAS, all payments are due the first day of the month of each quarter – February, April, July, and October;

WHEREAS, accounts will be delinquent if payment is not received within 45 days after the first day of the quarter. For the year 2003, these dates are January 30, April 30, July 30, and October 30. Payment must be received by 4:00 p.m. on those dates;

WHEREAS, a late charge of twenty-five dollars (\$25.00) will be added to the account the date the account becomes delinquent for that quarter. If the payment is not received within thirty days of the delinquent date, the District will request that LBMC discontinue water service and deny all other privileges. Thereafter, a lien may be placed with the county on your property;

WHEREAS, the District will bill you for sewer service. Payments can be made at the LBMC office, or by mail. Checks must be issued to the Diamondhead Sanitary District. The mailing address for the District is:

Diamondhead Sanitary District
9137 Diamondhead Drive
Dexter, Iowa 50070;

BE IT RESOLVED, that for all quarterly bills mailed as of April 2018 or thereafter and retroactive to those sent on or about January 1, 2018, the basic sewer charge shall be \$132.00 per quarter.

BE IT FURTHER RESOLVED, that a late charge of \$25.00 will be added to the amount due. This late fee shall not exceed \$25.00 per quarter.

PASSED and APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

_____, President

ATTEST:

_____, Clerk

**DIAMONDHEAD SANITARY DISTRICT
RESOLUTION NO. ____**

BE IT RESOLVED, that the Board of Trustees shall have one regular meeting each month, with such regular meetings to be held on the first Tuesday of each month beginning at 6:30 p.m. of such meeting day. Such regular meetings shall be held at the Diamondhead Lake Office.

Sanitary Sewer Connection Permit Diamondhead Sanitary District

BE IT FURTHER RESOLVED, that the place, day, and hour of a regular meeting may be changed upon request of two trustees provided that proper and timely notice of such change is given to all trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees may have special meetings in addition to the regular meetings, with such special meetings to be called by the President, the Board of Trustees or by the President upon the request of two trustees. The place, day, and hour of such special meetings shall be determined by the President or by the whole Board of Trustees. Proper and timely notice of special meetings must be given to all trustees.

BE IT FURTHER RESOLVED, that notice of the time, date, and place of each regular and special meeting, and its tentative agenda, must be given in accordance with Iowa law.

PASSED and APPROVED this ____ day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

ATTEST: _____, President

_____, Clerk

**DIAMONDHEAD SANITARY DISTRICT
RESOLUTION NO. ____**

BE IT RESOLVED, that the following list of financial institutions are designated as depositories of the District:

Depository	Location of	Maximum Balance In Effect Under Prior Resolution	Maximum Balance In Effect Under This Resolution
Name	Home Office		
First State Bank of Stuart	Stuart Iowa	- 0 -	\$250,000.00

PASSED and APPROVED this th day of May, 2018, by the Board of Trustees of the Diamondhead Sanitary District.

ATTEST: _____, President

_____, Clerk

Revised May 16, 2018