

## **HYDRANT METER PROGRAM**

Effective Date: January 2025

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# **Woodinville Water District Hydrant Meter Program**

## **1.0 SCOPE**

The Hydrant Meter Program is administered by the Woodinville Water District through the Operations Department. Inspections are performed by the Water Quality Department under the direction of the District's General Manager. Meter readings will be emailed or called in by applicant of hydrant meter monthly.

## **2.0 PURPOSE**

This policy outlines a Hydrant Meter Program that balances protection of the community's water supply and access to that supply. This program is essential to ensure our water system has a reliable flow for fire suppression while still protecting against water theft, misuse, abuse, and intentional contamination. Fire hydrants are vulnerable points in a water system due to the ease in which they can be accessed and the quantity of water which can be used.

The Hydrant Meter Program Policy of Woodinville Water District regulates:

- Acceptable and Unacceptable Use of Fire Hydrants
- Fire Hydrant Restrictions
- Hydrant Meter Program Overview
- Issuance of Hydrant Meter Rentals
- Operating Instructions
- Hydrant Meter Inspections
- Violation of Terms and Conditions

## **3.0 ACCEPTABLE AND UNACCEPTABLE USE OF FIRE HYDRANTS**

The primary purpose of hydrants is to provide fire protection. Hydrant meters will be issued at the District's discretion and may only be issued for temporary connections, where permanent service is not available. Rentals may only be issued for use during construction activity, temporary landscaping, filling water trucks or tanks, and emergency purposes (with prior approval from the District). The applicant operator must be always on-site while the meter is connected to a fire hydrant.

Hydrant meters may not be used:

- As a permanent connection, such as for a permanent irrigation system.
- To connect directly into the water distribution system or an irrigation system without proper backflow protection.
- When resulting effluent requires discharge into the public sanitary sewer system.

A temporary connection at a specific location may not exceed a period of 1 year, without approval from the Water Quality Department. Access to a water supply for a permanent purpose must be achieved through other means, such as procurement of a permanent meter. The District may restrict the length of a rental agreement based on the purpose of use.

## **Woodinville Water District Hydrant Meter Program**

Within water distribution systems, points of cross-connection exist where non-potable water can be connected to potable sources. These cross-connection points can be a source of backflow or backsiphonage. The most common cross-connections are from irrigation systems, fire systems, garden/wash down hoses, and boilers. Unintentional cross-connections can occur through illegal and unprotected taps and raise potential health risks, system risks, and security concerns. Any cross-connection issues must be reported to the District immediately.

Applicants must use a District issued hydrant meter to access water from a hydrant and must follow the operating instructions outlined below. District issued meters may not be used in other jurisdictions. Tampering with a meter device or diverting service through an unauthorized connection is prohibited. Tampering with an issued meter or unauthorized use is grounds for confiscation of the meter, penalties, rental agreement revocation, and legal action.

### **4.0 FIRE HYDRANT RESTRICTIONS**

The hydrant program indicates which hydrants in the District's service area are available for use by the hydrant meter applicant. Designated hydrants are identified by the Water Quality Department. This list shall be reviewed and updated by the District as needed. An address list and map will be provided to all hydrant meter applicants. Updates can be obtained on-line at [www.woodinvillewater.com](http://www.woodinvillewater.com) or requested by email at [waterquality@woodinvillewater.com](mailto:waterquality@woodinvillewater.com) from the Water Quality Department. Hydrants are designated to minimize the effects that large withdrawals can have on the system as well as neighborhood disruptions and safety hazards that fill-ups can cause.

In order to protect the water supply in times of emergencies, use of hydrants meters shall be temporarily suspended when the State declares a Drought Warning, Emergency or when the District's General Manager declares a heightened alert. Such communications shall be effective upon public notice and/or emailing. The District reserves the right to suspend, or revoke use of hydrant meters at any time. No water withdrawals from hydrants are permitted during these times, except by the Fire Department for fire suppression. Continued usage is prohibited.

### **5.0 HYDRANT METER PROGRAM OVERVIEW**

Fire hydrants opened by any individual other than employees of the Woodinville Water District or Fire and Rescue must have a hydrant meter and backflow prevention attached. A deposit is required for meter and backflow rental (if applicable). It is the responsibility of the applicant to cover any costs resulting from damage or alterations to the hydrant meter, its appurtenances, and any other equipment or facilities damaged by the applicant.

The applicant is responsible for utilizing the proper equipment and tools to operate the hydrant and meter safely and without damage. The applicant is responsible for any damage to the fire hydrant, the hydrant meter, backflow device and the adjacent areas resulting from unauthorized or improper use. Applicants must use a District issued hydrant meter and backflow device to access water from a hydrant and must follow the operating instructions outlined below. All meters must be returned to Woodinville Water District as requested for reading or inspection.

### **6.0 BILLING**

The Hydrant Meter Program is administered by the Water Quality Department. The charge for water obtained through a hydrant meter shall be per hundred cubic feet (ccf) used with a minimum meter rental and usage charge per month. Those who keep hydrant meters for more than one month must report meter readings to the Water Quality Department on a monthly basis. Failure to report reads consecutively may result in hydrant meter rental revocation and an additional meter reading fee.

Any person opening a fire hydrant, excluding District personnel and firefighting personnel, without a valid hydrant meter agreement, inspection, and/or hydrant meter with backflow device, will be subject to an Unauthorized Use Charge. Penalties will be assessed upon notification to the District. See Violation of Terms and Conditions below. Current rates are available through the Water Quality Department, as well as on-line at [www.woodinvillewater.com](http://www.woodinvillewater.com). Rates and fees are subject to change.

### **7.0 ISSUANCE OF HYDRANT METER RENTALS**

Applicants wishing to obtain a hydrant meter and backflow device, will go to [www.woodinvillewater.com](http://www.woodinvillewater.com) to fill out the application. Applicants then email [www.waterquality@woodinvillewater.com](mailto:www.waterquality@woodinvillewater.com) to set up appointment to pick the meter and backflow device at the Operations Department located at Woodinville Water District office. The applicant will read the Hydrant Meter Policy as well as the Hydrant Meter form and sign the agreement. The Water Quality Department will keep all active applications and copies of identification papers including a copy of the applicant's photo identification on file for the duration of the rental.

### **8.0 OPERATING INSTRUCTIONS**

Meter-hydrant connections must be made according to the operating instructions listed below:

- Meters and backflow devices must not be left unattended.
- Meters and backflow devices must not be left attached to a fire hydrant when not in use.
- All public and private property must be protected while the hydrant is in use.
- Meters and backflow devices must be protected from freezing and thus can not be used when the temperature is below 32 degrees Fahrenheit.
- The main valve located in the street is not to be used without the express written permission of the District.
- A hydrant wrench must be used to open and close the hydrant valve and remove port caps.
- All hydrants and valves must be opened and closed slowly to prevent damage.
- The hydrant valve must be in the fully open position when in use. A separate valve on the hose must be used to control the flow of the water.
- The applicant is responsible to flush the fire hydrant prior to connecting or installing the hydrant meter and backflow device. Flushing prevents damage by removing any grit or sediment in the hydrant. A hydrant should be flushed until the water runs clear. The applicant is responsible to dispose of flushed water legally and safely.
- Applicants must not alter the meters in any way.
- Lost or stolen meters, as well as any damage to a fire hydrant or equipment, must be reported immediately to the District.
- Failure to comply with any of the operating instructions may result in confiscation of the meter, backflow device, penalties, and/or revocation of the agreement.

**9.0 METER INSPECTIONS**

Meters are inspected by the Water Quality Department at the Woodinville Water District. Meters will be inspected prior to issuance, during a applicant's possession of the meter, and prior to closing an account to determine final balances due.

Broken or damaged meters and/or backflow devices must be reported to the District immediately. The applicant will be charged for any necessary alterations and repairs to the meter based on labor and materials.

**10.0 VIOLATION OF TERMS AND CONDITIONS**

Any violation of the terms and conditions of the agreement may result in the revocation of the hydrant meter rental without notice. Meters and backflow devices must be immediately surrendered to the Water Quality Department at the Woodinville Water District. The District reserves the right to not reissue a hydrant meter to any applicant who has violated any of the terms or conditions of the agreement or is delinquent.

**Woodinville Water District Hydrant Meter Program – Appendix A**

**Request for Fire Hydrant Meter Rental**

Date: \_\_\_\_\_  
 Specific purpose & site of use: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Requirements for hydrant meter usage, fees, and deposit:**

- 1.) Damage deposit must be received 48hrs prior to rental disbursement. Bring a check to the front office or pay with credit card via DOXO. Equipment must be returned with the same fittings and in the same condition as checked out. Repairs and replacement costs for lost or damaged meters, backflow devices, unpaid rental fees and unpaid water usage costs will be deducted from the damage deposit upon the return of rental equipment. Any additional fees will be invoiced or refunded accordingly.
- 2.) Water usage will be billed at the irrigation rate per the current rate resolution.
- 3.) Meter read must be emailed to [waterquality@woodinvillewater.com](mailto:waterquality@woodinvillewater.com) at the District's office by the 5<sup>th</sup> of each month. Failure to comply, will result in a District employee meter reading charge and or confiscation of the hydrant meter.

**I have read and agree to the Terms and Conditions listed in the Hydrant Meter Program. Initials: \_\_\_\_\_**

<b>Check out information:</b>		<b>Date Rented:</b> _____	<b>Start Read:</b> _____
Meter number _____	Size _____		
Backflow Device: DCVA or RPBA	Serial # _____	Size _____	
Adapters: Yes _____ No _____	Gate Valve: Yes _____ No _____		
Fire Hose: Yes _____ No _____	Wrench: Yes _____ No _____		
Initials of employee: _____	Title: _____	Deposit Paid: Yes ___	Check# _____

<b>Check in information:</b>		<b>Date Returned:</b> _____	<b>Ending Read</b> _____
Meter ok: Yes _____ No* _____	Backflow Device Returned: Yes _____ No* _____		
Adapters: Yes _____ No* _____	Gate Valve: Yes _____ No* _____		
Fire Hose: Yes _____ No* _____	Wrench: Yes _____ No* _____		
Initials of employee: _____	Title: _____		

**\*Items marked "No" will be billed at the current replacement rate.**

Vehicle Inspection: Inspection required? Yes _____ No _____	License Plate: _____
Air gap in Lieu of approved backflow? Yes _____ No _____	Pass or Fail: Yes _____ No _____
Initials of employee: _____	

Customer's Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_

## TERMS AND CONDITIONS

CUSTOMER AGREES TO THE HYDRANT METER POLICY, AS WELL AS THE FOLLOWING TERMS AND CONDITIONS. VIOLATION OF THE POLICY OR ANY SPECIFIED OR IMPLIED CONDITION IS GROUNDS FOR IMMEDIATE REVOCATION OF THE RENTAL METER AND EQUIPMENT, AS WELL AS FORFEITURE OF ANY DEPOSIT. POSSESSION OF A METER OR CONTINUED USAGE AFTER A RENTAL IS REVOKED IS CONSIDERED THEFT AND IS PROHIBITED BY LAW.

### General

- A copy of the agreement form must be available for inspection at the job site. Users of the fire hydrants and hydrant meters are responsible for any damage to the fire hydrant, the backflow preventer, the hydrant meter, and the adjacent areas resulting from unauthorized/improper use.

### Purpose of Use

- Hydrant meters are to be used for temporary access to water where a permanent source is not available.
- Hydrant meters are not to be used to supply an irrigation system or to directly fill swimming pools.
- Hydrant water use is to be utilized solely as specified under the Purpose of Use section on this application form and shall not be used in a wasteful manner. The District may issue a temporary rental based on purpose of use.

### Operating Instructions

- Hydrant to meter connections must be made in accordance with the operating instructions listed within the Hydrant Meter Rental Policy. Only District issued meters may be used.
- Meters and backflow devices should not be left unattended or attached to a fire hydrant when not in use.
- Meters and backflow devices are not to be altered in any way. Tampering with a meter device or diverting service through an unauthorized connection is prohibited.
- Lost or stolen meters and backflow devices, as well as any damage to a fire hydrant or equipment, must be reported immediately to the District.
- Failure to comply with operating instructions may result in confiscation of the meter and equipment, penalties, and/or revocation of the rental. Evidence of meter tampering or unauthorized use may also result in legal action.

### Inspections

- Meters and backflow devices must be inspected at least annually at the Woodinville Water District. The District may request additional meter inspections throughout the year as needed. Inspections may occur in conjunction with scheduled read dates (see below). Notification of additional inspection dates shall be emailed to the applicant.
- Failure to comply with inspection requests may result in immediate confiscation of the meter, and/or revocation of the rental. The meter must be surrendered to the District within one week of the scheduled inspection date. In order to retain possession of the meter an inspection must be conducted at the District's convenience.
- All account balances and miscellaneous fees must be paid prior to the re-issuance of the existing meter or issuance of a new meter.

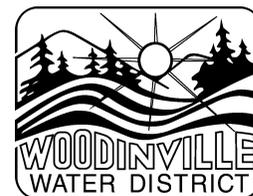
### Monthly Readings

- Readings must be submitted with an emailed picture each month whether the meter has been used or not. On-site readings are required at least once during each year, as requested by the District. The applicant may also physically bring the meter in at any time to be read by District staff.
- Meter readings must be reported during the first week of each month and **are due by the 7<sup>th</sup>** of each month. Monthly readings must be submitted by email to [waterquality@woodinvillewater.com](mailto:waterquality@woodinvillewater.com). Readings must be submitted with stationary (fixed) digits (one for small meters and two for large) to avoid confusion.
- Failure to report monthly readings on time or not at all shall result in penalty assessment for each unreported read/billing period. Failure to report reads consecutively shall result in rental revocation and an additional meter reading fee.

### Account Status

Delinquent account status may be subject to all costs incurred by the District, including attorney fees. The applicant is required to surrender the meter and backflow device to the Woodinville Water District immediately upon notification of a revoked rental. District personnel shall confiscate meters from those whose accounts are not paid.

**HYDRANT METER RENTAL SCHEDULE OF FEES**



**RATES:**

Current rates are available on-line at [www.woodinvillewater.com](http://www.woodinvillewater.com).

**DEPOSIT:** A deposit is required at the time of application submittal.

**RENTAL FEES:**

Hydrant wrenches are available with the rental of the meter. A replacement fee shall be charged if the hydrant wrench is not returned with the meter.

A short fire hose may be required for use with large meters requiring a backflow preventer. The District shall issue a hose, if available. A replacement fee shall be charged if the hose is not returned.

**WATER CONSUMPTION RATES:**

Monthly readings must be submitted by email to [waterquality@woodinville.com](mailto:waterquality@woodinville.com). Reads must be submitted with stationary (fixed) digits (one for small meters and two for large) to avoid confusion. Readings must be reported during the first week of each month and are **due by the 7<sup>th</sup> of each month**. Failure to report monthly readings shall result in penalty assessment for each unreported read/billing period.

**MISCELLANEOUS CHARGES:**

**\$25.00** – Minimum rental and usage fee.

**\$500.00** – Unauthorized use/Meter tampering charge shall be assessed to any person or applicant found hooked up to a fire hydrant without a valid hydrant meter metering device. Additionally, District staff will estimate amount of unauthorized water usage and violators will be assessed a fee of three (3) times the current rate per ccf.

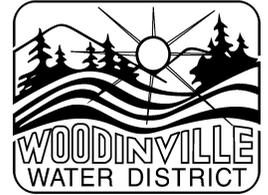
If the hydrant meter or backflow preventer is damaged, lost, or stolen, it is the responsibility of the renter to pay all repair or replacement costs as determined by the District.

**REVOCATION OF APPLICATION:**

This applicant may be revoked without notice for failure to comply with any of the terms, conditions, and instructions included on this application or under emergency circumstances as determined by the District. The District reserves the right to not reissue a rental to any applicant that has violated any clause in the hydrant meter policy or any of the terms and conditions of the application. Meters must be immediately surrendered to the Woodinville Water District.

***All Rates and Fees are subject to change.***

**Operation's office hours are Monday through Friday 6:00 a.m. to 3:00 p.m.**



**DESIGNATED FIRE HYDRANTS**

It is essential to ensure our water system has a reliable flow for fire suppression while still protecting the community’s water supply and access to that supply. The following hydrants have been identified to minimize the effects that large withdrawals of water can have on the system, neighborhood disruptions, and potential safety impacts.

**The following designated hydrants are the only allowable hydrants.** Use of any other hydrant is in violation of this application and will result in immediate revocation of meter and device. Designated hydrants are identified by the Water Quality Department and are reviewed and updated on an as needed basis. Additional locations may be allowed upon request to the General Manager following an evaluation of the impact on the system.

Hydrant meters shall be connected only to the following hydrants:

Hyd # 206	NE Woodinville/Duvall Road and Mink Road
Hyd # 1901	NE 132 <sup>nd</sup> and Bear Creek Road NE
Hyd # 1275	NE 126 <sup>th</sup> and 172 <sup>nd</sup> NE (English Hill Area)
Hyd # 433	NE 150 <sup>th</sup> and 124 <sup>th</sup> NE (Kingsgate Area)
Hyd # 2206	NE 172 <sup>nd</sup> Place and 128 <sup>th</sup> Place NE
Hyd # 2252	17238 NE Woodinville/Duvall Road

- Hydrant meters located in subdivisions under construction may be used for on-site on-going construction purposes. These hydrants will not be reflected on the above list but are approved for use on a case-by-case basis.
- Hydrant meters on construction sites may be used for truck wash racks in order to meet State Erosion Control Requirements. These hydrants will not be reflected on the above list, but are approved for use on a case-by-case basis.

**EMERGENCY RESTRICTIONS:**

In order to protect the water supply in times of emergencies, applications shall be temporarily suspended when the State declares a Drought Warning, Emergency or when the District’s General Manager declares a heightened alert. Such communications are effective upon public notice and/or direct mailing. The District reserves the right to suspend, or revoke applicants at any time. No water withdrawals from hydrants are allowed during these times, except by the Fire Department for fire suppression.