

NORTH DAVIS SEWER DISTRICT

USER CHARGE SYSTEM

SECTION I



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North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-1 **Subject:** INTRODUCTION
Effective Date: 13 April 2023 **Revision Date:** 13 April 2023

The User Charge System of North Davis Sewer District (the District) was originally implemented on July 1, 1989, as authorized by a resolution of the Board of Trustees on June 8, 1989. Periodically, amendments are made to the User Charge Manual (the System) to reflect various changes, clarify terminology and assist the user in understanding this System. Each amendment is carefully reviewed and is formally adopted by a resolution of the Board of Trustees.

This section of the System explains the various fee structures of the District and the responsibilities of its users. Forms to be completed by the users of the District's facilities have also been included in Section II.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-2
Effective Date: 13 April 2023

Subject: CONTACTS AT THE DISTRICT
Revision Date: 13 March 2025

The District Manager or Administrative Services Director are the personnel to contact if there are questions concerning the operation of the User Charge System. Their names, phone numbers and addresses are as follows:

David Hatch
North Davis Sewer District
4252 W 2200 S
Syracuse, UT 84075
Phone (801) 825-0712
Fax (801) 773-6320
dhatch@NorthDavisSewer.gov

Angela Lupcho
North Davis Sewer District
4252 W 2200 S
Syracuse, UT 84075
Phone (801) 728-6813
Fax (801) 773-6320
alupcho@NorthDavisSewer.gov

Impact fee calculation contact:
Jennifer Christensen or Angela Lupcho
North Davis Sewer District
4252 W 2200 S
Syracuse, UT 84075
Phone (801) 825-0712
Fax (801) 773-6320
impactfees@NorthDavisSewer.gov



Measurement of Excess Non-Residential Gallons and Non-Standard Gallons

Excess water consumption for Non-Residential and Non-Standard connections is calculated based on the entity's water consumed during the month. If the water meter has not been read for the month, the calculation will be based on the previous month's consumption. Water consumption in excess of 5,500 gallons is considered to be excess consumption and is subject to the charge described above. The charge for excess commercial gallons for the months of April through September may be based on the March water consumption. The determination to use this method shall be at the discretion of the city. The city shall notify the District in writing of the method to be used for water consumption for the April through September User Fee.

Comprehensive Example

The following example is presented for better understanding of how Monthly Service Fees are calculated:

A city has 2,000 units subject to charge for the month of April 2026, as follows:

Residential Users	1,800
Non-Residential Users	100
Non-Standard Users	<u>100</u>
Total units subject to charge	<u>2,000</u>

Assume that the total excess consumption of water for all Non-Residential connections during April 2026 was 100,000 gallons.

(1) Charge for connections:	
Residential Users	1,800
Non-Residential Users	100
Non-Standard Users	<u>100</u>
Total connections	2,000
Multiplied by base rate	x <u>\$24.00</u>
Charge for connections	<u>\$48,000</u>
(2) Charge for excess water consumption:	
Thousands of gallons in excess (100,000/1,000)	100
Base rate per 1,000 gallons	x \$ <u>2.40</u>
Charge for excess consumption	<u>\$240</u>
Monthly Service Fee	<u>\$48,240</u>

Responsibilities of Municipalities

Each municipality is responsible for determining the Monthly Service Fees to be remitted to the District during the following month by using the forms and their instructions found in Appendix G of this manual.



Reference: 1-4
Effective Date: 1 July 2023

Subject: IMPACT FEES
Revision Date: 13 March 2025

Definitions

Residential Users Includes four different zoning categories: Single Family Residential, Townhome Residential, Multi-Unit Residential, and TOD-type Residential units.

Single Family Residential a detached residential dwelling which is designed for one family.

Townhome Residential a multi-floor residential dwelling that shares one or two firewalls with adjacent residential properties.

Multi-Unit Residential a residential property such as an apartment complex or other multi-tenant building containing two or more single-floor residential dwelling units with 3 bedrooms or more.

TOD-type Residential a mixed-use high-density apartment complex or other multi-tenant building containing two or more single-floor residential dwelling units with two bedrooms or less.

Accessory Dwelling Units (ADU) a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e. detached) single-family residential unit. An ADU should be classified as one of the residential user types of connection based on number of bedrooms and assessed as such.

Non-Residential users typically commercial users

Non-Standard Calculation a user that has an impact on the system that is more than a typical user such as when a user has a unique collection process or will have a different I&I rate than the standard non-residential or commercial user.

ERU means equivalent residential unit which is a dwelling unit that has a billed water demand of a single-family residential unit of 5,355 gallons per month.

Non-residential users water demand is billed in 1,000 gallons per month increments over the ERU equivalent.

I&I means inflow and infiltration of water into the wastewater system.

Water Demand adjusted for I&I is 7,028 for residential users per dwelling unit.



Impact Fees for various types of connections

Residential Users

Zoning Category	Impact Fee
Residential per Dwelling Unit	
Single-Family Residential	\$ 3,454.03
Townhome Residential	\$ 3,108.63
Multi-Unit Residential	\$ 2,625.06
TOD-type Residential	\$ 2,106.96

The following is a partial list of Residential Users:

Apartment Buildings

Dormitories

Juvenile Detention Facilities

Multiple family residence

Senior Housing

Townhomes

Condominiums

Halfway Houses

Mobile Homes

Prisons

Single Family Residence

Accessory Dwelling Units

Non-Residential (per 1,000 gal billed monthly water)

Zoning Category	Impact Fee
Non-Residential (per 1,000 gal billed monthly)	\$ 656.27

Application should be submitted to the City for determination of the Impact Fees. The applicant of the City may submit the application to the District for their determination of the impact fee. The impact fee for non-residential connections is based on estimated water usage. For example, if estimated water usage is 105,000 gallons per month an impact fee of \$68,908.35 is due. The amount of the impact fee would be $((105,000/1000) \times \$656.27) = \$68,908.35$. Water usage can be determined by either (a) water usage estimate certified by a professional engineer or (b) submitting three months of actual water meter readings from similar type and size of business.

The minimum impact fee for non-residential is \$656.27.



Impact Fee is subject to audit and verification of water usage within two years of occupancy. Impact fee may be adjusted based on audit results of actual water consumption.

Examples of Non-Residential are (but not limited to):

- Athletic, Fitness Gyms, and Exercise Business
- Car Washes
- Change in Use of a Structure
- Commercial Buildings
- Construction Businesses
- Gas Stations and Convenience Stores
- Hospitals
- Laundry and Dry Cleaning Businesses
- Medical/Dental Offices and Clinics
- Building Shell
- Reception Centers
- Restaurants
- Service Businesses
- Schools Public, Private, Colleges, Etc.
- Strip Mall Shell
- Warehouses
- Manufacturing/Fabrication/Processing without consumptive usages (correlation with water meter)
- Manufacturing/Fabrication/Processing with consumptive usages (correlation with water meter)
- Banks, Credit Unions, Financial Businesses
- Change in Discharge to Sewer
- Churches
- Commercial Building Shell
- Convention Centers
- Grocery Stores
- Hotels and Motels
- Mall Developments
- Nursing Homes and Assisted Living Centers Office
- Office Buildings
- Replacing an existing Structure
- Retail Stores
- Storage Units and Complexes
- Strip Mall
- Theaters and Entertainment
- Warehouse Shell

Non-Standard Calculation

The District may, on a case-by-case basis, adjust the impact fee to respond to a user that has an impact on the system that is more than the typical residential or non-residential user. The District may use the calculation below to calculate the fee that is fair for such a user. If a developer feels their impact on the system will be significantly less than the typical user, they must show a reasonable basis for this determination and the District can work with them to determine their fair impact fee using the calculation below.

Non-Standard Calculation
$\text{Monthly Billed Demand} / 0.7554 / 7,028 \times \$3,454.03$

Water usage can be determined by either (a) water usage estimate certified by a professional engineer or (b) submitting three months of actual water meter readings from similar type and size of business.

I&I amounts are based on a study that demonstrates the I&I related to the connection using data from North Davis Sewer District operations. Accumulation of the data is the responsibility of the applicant. All costs of data accumulated will be paid by the applicant.



Administrative Procedures on Non-Residential Impact Fees

To facilitate the processing of impact fee applications the applicant can make application through the city or directly to the District office. If the application is made through the city, they may email it to the District for assistance. The District will email the application to the city for collection of the impact fee. Contact information is on page 1-2.

Impact Fee for Connections Outside the District Boundaries

Impact fees for connections outside the District boundaries are charged at higher rates. The rates are two times the In-District rates.

Examples of How to Calculate the Impact Fee

The following are some examples of impact fee calculations:

EXAMPLE 1 SINGLE FAMILY RESIDENTIAL

One single family residential home would pay \$3,454.03.

EXAMPLE 2 TOWNHOME RESIDENTIAL

A developer of a 4-plex residential building would pay a \$12,434.52 impact fee as follows:

Townhome Residential: 4 units x \$3,108.63 per unit = \$12,434.52

EXAMPLE 3 MIXED-USE MULTI-TENANT RESIDENTIAL BUILDING

A developer of an eight-unit apartment building with 5 units with three bedrooms and 3 units with one bedroom would pay a \$19,446.18 impact fee calculated as follows:

Multi-unit Residential: 5 units x \$2,625.06 per unit = \$13,125.30

TOD-type Residential: 3 units x \$2,106.96 per unit = \$6,320.88

Total Impact Fee for Building (13,125.30 + 6,320.88): \$19,446.18



**EXAMPLE 4
NON-RESIDENTIAL (PER 1,000 GAL BILLED MONTHLY)**

A developer of a Non-Residential connection with 105,000 gallon estimated water usage would pay a \$68,908.35 impact fee calculated as follows:

Estimated water usage of building	105,000
Water Usage equivalents (105,000 gallons/1,000 gallons)	105
Total Impact fee (\$656.27 X 105)	\$ 68,908.35

**EXAMPLE 5
MIXED USE WITH NON-RESIDENTIAL (PER 1,000 GAL BILLED MONTHLY)**

A developer of an apartment complex with 10 units with 3 bedrooms and a non-residential unit with a 30,000 gallon estimated water usage would pay a \$68,908.35 impact fee calculated as follows:

Multi-unit residential impact fee (10 x \$2,625.06):	\$26,250.60
Estimated water usage of non-residential unit:	30,000
Water Usage equivalents (30,000 gallons/1,000 gallons):	30
Total Non-residential (\$656.27 X 30):	\$ 19,688.10
Total Impact fee (\$26,250.60 + \$19,688.10):	\$45,938.70

**EXAMPLE 6
NON-STANDARD CALCULATION**

A developer of a non-standard calculation unit with water usage of 24,000 gallons would pay \$15,612.22 impact fee calculated as follows:

Monthly Billed Water (Estimated water usage)	24,000
Divided by 1-% of flow that is I&I	/0.7554
Divided by Water Demand adjusted for I&I	/7028
Multiplied by Single-family Residence ERU Impact Fee	x \$3,454.03
Impact Fee Due:	\$15,612.22



Responsibilities of Municipalities

Each municipality may determine the Impact Fees to be remitted to the District, by using Schedule G, Impact, Connection Inspection, and Connection Request Review Fees Statement, found in Section II of this manual.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-6

Effective Date: 1 July 2007

Subject: CONNECTION REQUEST REVIEW FEES

Revision Date: 1 July 2007

Individual applications for review of connection to any District owned lines, whether within or outside the limits of any city, shall require payment of a \$125 connection request review fee except for individual single family residence service connections which are installed in compliance with the District's Standard Service Connection Detail.

Subdivision applications for review of connection to any District owned lines, whether within or outside the limits of any city, shall require payment of a \$250 connection request review fee.

When these connections occur within the limits of a city, application for connection and fee payment may be made to the city, which will then remit this fee to the District. When these connections are outside the limits of a city, application and payment shall be made by the applicant directly to the District.

These fees should be remitted with Schedule L, Impact, Connection Inspection, and Connection Request Review Fees Statement, found in Section II of this manual.



North Davis Sewer District, User Charge System Manual, Section I

**Reference: 1-7
TREATMENT FEES**

Subject: SIGNIFICANT INDUSTRIAL USER

Effective Date: 1 July 2025

Revision Date: 13 March 2025

Treatment Charge

Significant Industrial Users (SIUs) treatment fees are calculated based on the metered flow and the strength of the wastewater. Industrial users' wastewater is monitored throughout the year.

Laboratory Analysis Fee

Any laboratory analysis costs associated with monitoring an SIU is charged to the user. Fee is based on actual analysis costs and are updated periodically.

Administrative Fee

A fee of \$115 per sampling event is charged to industrial users.

User Fee Credit

Credit is given for the user fee paid to the District by the city in which the SIU's discharge is located. The amount of the credit is the lesser of the credit in the table below or per one thousand gallons of discharge, as defined in Section One, or the amount paid by the city in which the SIU is located to the District for processing the SIU's sewage. In no event, will a credit be allowed that is greater than the industrial treatment fees billed to the SIU.

Effective Date	Credit per 1,000 gallons
July 1, 2025	2.40
July 1, 2027	2.65

SIU treatment fees shall be calculated as follows:

1. Samples of the industry's discharge are obtained a minimum of three times per year.
2. The samples are analyzed to ascertain the amount of BOD, TSS, Bio O&G and Nonbio O&G.
3. The "Monitoring Data Averages" shall be an average of sample results obtained during the year (12-month period) ending on the date of the most recent sample.
4. The average obtained in Step 3 above shall be used to calculate the treatment charge until new samples are obtained.



5. The results used in Step 4 shall be used to calculate the amount of the treatment charge each month until a new sample is obtained.
6. If the industry has more than one sampling point, the calculation of the industrial user fees shall be calculated for each sampling point.
7. Industrial fees are billed monthly to industrial users. The Industrial User Monitoring & Treatment Invoice found in Appendix G is used to bill users.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-8

Subject:

GRIT DISPOSAL FEE

Effective Date: 1 July 2007

Revision Date:

13 April 2023

The grit disposal fee is \$115 per ton. The fee is paid at the District office, before grit is accepted for dumping.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-10 **Subject:** ADMINISTRATIVE PROVISIONS
Effective Date: 1 July 2007 **Revision Date:** 1 July 2007

Question: When is the impact fee collected?

Answer: The impact fee is collected when the building permit is issued by either the City, the County, or the District.

Question: When is the impact fee reported and remitted to the District?

Answer: The Impact fee is reported and remitted to the District on the monthly report for the month that the fee is collected. The monthly report is due by the 30th day after the end of the month.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-11

**Subject: TRANSITIONAL RULE WHEN THE
RATE OF IMPACT FEE IS CHANGED**

Effective Date: 12 December 2013

Revision Date: 13 April 2023

The date when a City has received a building permit application controls what rate will be charged for impact fees. For example, if a permit is received from a city for a single-family residential home on June 30, 2023, when the impact fee is \$3,256, the rate to be charged would be \$3,256. If the same permit were received on July 1, 2023, when the impact fee is calculated by the formulas in Section 1-4 the impact fee would be \$3,454.03.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-12

**Subject: UNINCORPORATED AREAS AND OTHER
DIRECT TO DISTRICT FEES, REBILLING
CHARGES, AND INTEREST**

Effective Date: 1 July 2025

Revision Date: 13 March 2025

The customers in the unincorporated areas are billed directly by the District. Any connections that are billed by the District are billed quarterly. The charge is billed in advance.

Effective Date	Direct to District Billing Quarterly
July 1, 2025	72.00
July 1, 2027	79.50

Charges for sewer services are due as of the billing date.

The District may charge interest on past due fees or past due charges. If the District charges interest, they shall calculate the interest rate for a calendar year:

- i. Based on the federal short-term rate determined by the secretary of the treasury under Section 6621, Internal Revenue Code, in effect for the preceding fourth calendar quarter; and
- ii. As simple interest at the rate of eighteen percentage points above the federal short-term rate.

If the District charges interest on a past due fee collected by the district, regardless of whether the fee is certified, the district may charge the interest monthly but may not compound the interest more frequently than annually.

The District may charge and collect only one of the following:

- i. A one-time penalty charge not to exceed 8% for a past-due fee; or
- ii. An administrative cost for some or all of the following:
 - a. The collection cost of a past due fee or charge;
 - b. Reasonable attorney fees actually incurred for collection and foreclosure costs, if applicable; and
 - c. Any other cost.

The District may not charge interest on an administrative cost.



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-14

Subject: HILL AIR FORCE BASE FEES

Effective Date: 1 July 2012

Revision Date: 1 July 2012

The District has entered into a contract with Hill Air Force Base to process wastewater. Under the terms of the contract the District reads the meters monthly and bills according to the terms of the contract.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-15

Subject: INTEREST TO BE CHARGED

Effective Date: 1 July 2023

Revision Date: 13 March 2025

The District may charge interest on past due fees or past due charges. If the District charges interest, they shall calculate the interest rate for a calendar year:

- iii. Based on the federal short-term rate determined by the secretary of the treasury under Section 6621, Internal Revenue Code, in effect for the preceding fourth calendar quarter; and
- iv. As simple interest at the rate of eighteen percentage points above the federal short-term rate.

If the District charges interest on a past due fee collected by the district, regardless of whether the fee is certified, the district may charge the interest monthly but may not compound the interest more frequently than annually.

The District may charge and collect only one of the following:

- iii. A one-time penalty charge not to exceed 8% for a past-due fee; or
- iv. An administrative cost for some or all of the following:
 - d. The collection cost of a past due fee or charge;
 - e. Reasonable attorney fees actually incurred for collection and foreclosure costs, if applicable; and
 - f. Any other cost.

The District may not charge interest on an administrative cost.



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-16

Subject: METHODS OF PAYMENT

Effective Date: 1 July 2023

Revision Date: 13 March 2025

In addition to payments being made by cash or check, the District will accept payment made by ACH Debit, ACH Credit, and by transfers through the State Treasurer's Pool. Those entities desiring to make payment by ACH Debit, ACH Credit, or by transfers through the State Treasurer's Pool should contact the District.

The District accepts credit card payments through a credit card payment processing service. All credit/debit transactions are subject to a 3% service fee and a flat \$1.25 processing fee. Both fees are not forwarded to the District but instead are collected by the District's e-payment processing agent to cover merchant processing fees.

PROPOSED



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-17

Effective Date: 1 July 2013

Subject: IMPACT FEE TO REMIT TO CITY

Revision Date: 13 April 2023

Pursuant to the contracts, the District will either:

1. Remit to the City per impact fee collected or
2. The City may deduct per impact fee collected from the monthly remittance.

	Credit for remitting Impact Fee to the District
July 1, 2017 - Present	36.00

The calculation of the remittance or credit shall be made using Schedule E in Section II.



North Davis Sewer District, User Charge System Manual, Section I

Reference: 1-18

**Subject: ADMINISTRATIVE ADJUSTMENTS
TO DISTRICT FEES**

Effective Date: 1 July 2007

Revision Date: 1 July 2007

A user of the District's services may request an Administrative Adjustment to the District's Fees. The user shall submit a written request for Administrative Adjustment that contains the following information:

- A. Name of the person or entity requesting the adjustment.
- B. The type of fee requested to be adjusted.
- C. The amount of the fee to be adjusted.
- D. The reasons justifying why the fee should be adjusted.

The District Manager may grant an adjustment for fees of one thousand dollars (\$1,000) or less.

If the District Manager denies the Administrative Adjustment the user may appeal the District Manager's decision to the Board of Trustees.

Only the Board of Trustees may grant an adjustment for fees greater than one thousand dollars (\$1,000).



North Davis Sewer District, User Charge System Manual, Section I

Reference 1-19

Effective Date: 1 July 2007

Subjects: PRIVATIZATION

Revision Date:

1 July 2007

Sewer services provided to non-governmental connections on federal or state owned real property will be individually negotiated contracts. The parties to the contracts will be the District, the non-governmental entity discharging wastewater into the system and the city that provides wheeling services.

The monthly service fee will be as defined in section 1-3.

PROPOSED



Reference 1-20
Effective Date: 13 April 2023

Subjects: SECTION II
Revision Date: 13 April 2023

The Administrative Services Director is delegated the authority to provide updates of forms to facilitate the Cities compliance with the terms of the User Charge System Manual. Specifically, all forms in Section II shall be developed and approved by the District Manager.

PROPOSED

