



MEMORANDUM

To: Administrative Control Board

From: Lisa Hoffman, AGM

Date: May 14, 2026

Subject: Policy Revisions to District Administrative Policies and Water Rules and Regulations

Action

District staff asks the Administrative Control Board to recommend these changes to the Summit County Council for approval and incorporation into the District's Administrative Policies and Water Rules and Regulations.

Administrative Policy Changes

As part of an effort to align with the state's newly adopted data privacy laws the District has included a new section in its Administrative Policies, "**SECTION 13.0 PRIVACY PROGRAM POLICY**". The language for this section was largely provided by the Summit County Attorney's office. With the addition of this section, we also updated "**SECTION 14.0 PUBLIC RECORDS POLICY**" to more clearly define how records requests are handled.

Also, with our new administrative office we have conference space available. Accordingly, "**SECTION 8.0 CONFERENCE ROOM POLICY**" was added to address guidelines around use of the facility by outside organizations. The addition of this policy will allow the District to adopt user fees.

Several other minor corrections to Sections 2.10, 4.3, 7.7 have been made for clarification.

A full policy with redlines is included in your packet. Helen Strachan from the Summit County Attorney's office has reviewed and approved these updates.



Water Rules and Regulations Changes

As discussed at the end of last year we have been evaluating all District customer fees, not just water rates. The changes to the Water Rules and Regulations largely surround the addition of or increase to fees due to increasing costs and additional staff time due to the complexity of projects.

A summary of changes is below:

- **Section 3.1(H)** – Added language to allow for additional Impact Review Fees to be collected if multiple reviews are needed.
- **Section 3.1(N)** – Added language to allow for the application of security deposits to outstanding fees owed.
- **Section 3.5** – Clarified that leak adjustments can be applied for no later than 90 days from the original leak notification date.
- **Section 3.6** – Termination of services for non-payment was adjusted to 15 calendar days consistent with collection of delinquent service charges.
- **Section 4.1** – Added an Annexation Application Fee. We currently have not been capturing staff time to work on reviewing applications.
- **Section 5.1(E)** – More clearly defined the drawing review fee for new development.

Several other minor changes have also been made for the purpose of clarification.

A full policy with redlines is included in your packet. Dave Thomas was not able to review these changes prior to publishing the packet but will bring any comments to the board meeting on the May 21st.

Also, included for reference is a redline of our current water rate sheet with proposed changes largely related to the changes being made in these two policies. After discussion at the May ACB meeting, the District will hold a full public hearing at the June 18th meeting to adopt agreed upon rates.