



**Hutchinson Irrigation District #16**

**618 N. Sargent Rd.**

**Spokane Valley, WA 99212**

**2025**

Board of Directors

Sonya Rieger

Dave Heitstuman

Pat Wallace

Jeff Grunert

Nissa Goodwin

Chairperson Sonya Rieger

Secretary *Dulceen Vogelman*

Superintendent Nathaniel Kennicutt

Authority of District:

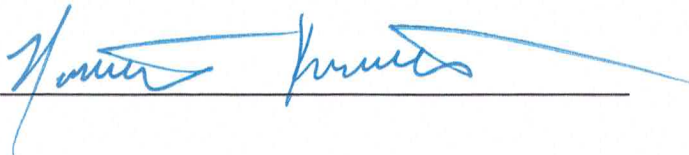
- (a) Hutchinson Irrigation District No. 16 has been duly organized and is operating under the laws of the State of Washington pertaining to the organization and operation of irrigation districts, Title 87 R.C.W. The district and its Board of Directors are given the rules and regulations for the government and management of the district and its water supply and distribution system.
- (b) The district is a governmental entity and is not privately owned or operated for profit but is owned and directed by the landowners of the district for their mutual benefit. Consistent therewith it is mandatory and desirable that certain rules and regulations be adopted, and it is to the best interests of all landowners that these rules and regulations be observed and enforced in order to make possible the most efficient and economical water service.
- (c) These bylaws, rules and regulations shall take effect upon adoption. A copy is on file with the district staff and may be examined, photocopied or a pdf is available for email upon public record request.

Adopted 09, June 2025

Chairperson




Secretary

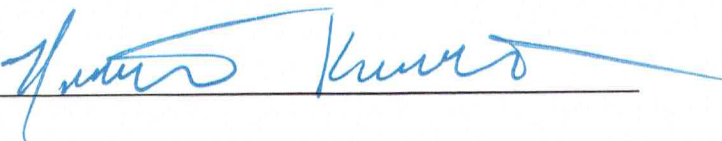


Section 2 Amendments:

- a.) These bylaws, rules, and regulations, as herein adopted, and until hereafter amended shall govern the management of the district and its affairs, water supply and distribution system.
- b.) The district's Board of Directors has the authority to repeal, modify and add to these bylaws, rules, and regulations at any regular or properly called special meeting of the board. Any such adoption by the board of directors shall supersede previously adopted copies of rules and regulations. Further, the copy of the bylaws, rules, and regulations on file in the district office shall be the official copy. The district assumes no responsibility for circulating or updating these bylaws, or portions hereof, which may be in the hands of the patrons of this district.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

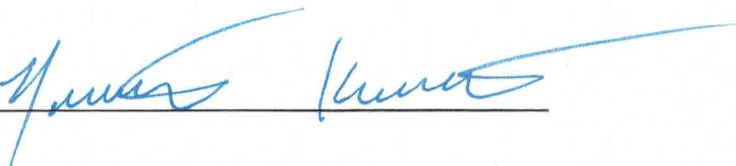
Secretary  \_\_\_\_\_

Section 3 Objectives:

- a.) Hutchinson Irrigation District No. 16, in addition to its statutory duties, exists primarily to deliver domestic, irrigation and fire protection to the water users of the district in an efficient manner at the lowest cost consistent with good management practices.
- b.) The district shall promote the wise and efficient use of all available water, realizing that water is one of the most important resources we have.
- c.) The district must be continually alert to the technical advances and changes in operations and maintenance procedures and incorporate them wherever practice and feasible.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

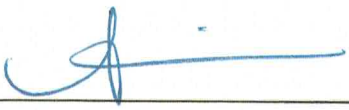
Secretary  \_\_\_\_\_

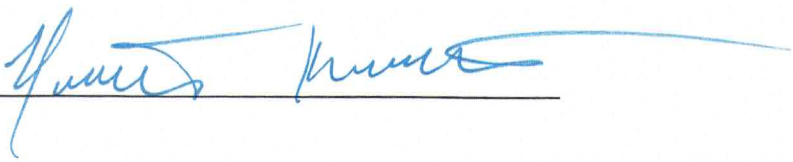
#### Section 4 Definitions:

As used in these bylaws, rules, and regulations the following terms have meaning designated as follows:

- a.) District- Hutchinson Irrigation District No. 16, a quasi-municipal corporation organized and operated pursuant to title 87, R.C.W. laws State of Washington.
- b.) Customer- Any person, firm or corporation receiving water service from the district, this includes the owners of legal title to premises to which water service is furnished or available.
- c.) Water main- A pipe designed to convey water to more than one customer.
- d.) The water service line- consists of pipe, valves, and many other necessary components to complete the connection from water main to meter.
- e.) Meter box- The enclosure that houses the water meter, setter, valve(s), and accessories to isolate service from dwelling.
- f.) Curb stop box- 4” metal round box housing the district shut-off prior to the meter box to isolate the meter for repairs etc.
- g.) Service Line- The part of the water service line which belongs to the customer and extends from the meter to the dwelling. Not to be confused however as the district responsibility stops at the property line.

Adopted 09, June 2025

Chairperson 

Secretary 

## Section 5 Board of Directors:

- a.) The district, as provided in R.C.W. 87.03.080, will have five directors but if they choose it can have as few as three directors. An election of directors in an irrigation district shall be held on the second Tuesday of December of each year, and the term of each director shall be three years from the first Tuesday of January following his or her election.
- b.) Candidates for the position of director must be nominated by petition by at least ten qualified electors from the district. The nominating position must be filed with the district staff no later than five o'clock p.m. on the second Monday in November. The election shall be held on the second Tuesday of each December; provided however that if only one candidate is declared by the Board of directors, also assigning them a three-year term.
- c.) The directors shall organize as a board at the meeting held in January of each year and shall elect a chairperson, co-chairperson, and any other officers they deem necessary and appropriate to serve during the ensuing year.
- d.) Regular monthly meetings of the district's board shall be held on the second Monday of each month at 618 N. Sargent rd. Spokane Valley, WA 99212 at 7:00 p.m. except when the second Monday is on a Holiday then the meeting will be moved to the second Tuesday of that month. Any of the said meetings can be adjourned, as may be required from time to time for proper transaction of business. Special meetings of the Board of Directors may be called and held as permitted by and in accordance with R.C.W. 42.30.080, a majority of the directors shall constitute a quorum

for the transaction of business and in all matters requiring actions by the board there shall be a concurrence of at least a majority of the directors.

- e.) Not later than its November meeting each year, the Board shall review its estimated income and expenses for that next calendar year and shall adopt a budget prepared by the district Superintendent along with current Engineer for that year and will determine the assessments needed against parcels in the district. Assessments for domestic water will be made upon a base charge, meter charge and gallons used. Rates were restructured in 2025 and communicated via mailer and public meeting. Rates are available by request at the district office in print or pdf format.
- f.) The assessment as this determined by the Board shall be equalized by the district's directors, sitting as a board of equalization in accordance with the provisions of R.C.W. 87.03.255. The equalization meeting shall be held at the December district board meeting at the District Office located at 618 N Sargent Rd. Spokane Valley, WA 99212 at 7:00 p.m. After the assessments have equalized and the charges are fixed, the district is not obligated to provide refunds or adjustments.
- g.) The board of directors shall execute all other necessary contracts affecting salaries, wages, and other employee benefits pursuant to the State of WA and the laws of the United States of America.

Adopted 09, June 2025

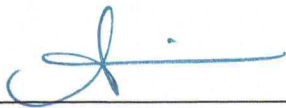
Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Section 6- Voting Right of Landowners:

Voting for the election of directors and on other matters submitted for the election for the conduct of the affairs of the district shall be in accordance with the provisions of R.C.W. 87.03.05. A district with less than 200,000 acres, a person 18 years old, being a citizen of the United States and a resident of the state who holds title or evidence of title to land in the district or proposed district that is assessed or assessable by the district pursuant to state law, shall be entitled to vote therein, and to be recognized as an elector.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

Secretary  \_\_\_\_\_

Section 7- Customer Contact with the District:

Correspondence may be addressed to:

**Mailing:**

Hutchinson Irrigation District No. 16

PO Box 13028

Spokane Valley, WA 99213

[Hutchinsonid16@qwestoffice.net](mailto:Hutchinsonid16@qwestoffice.net)

**Physical Address:**

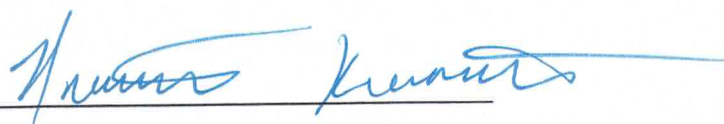
618 N Sargent Rd.

Spokane Valley, WA 99213

Adopted 09, June 2025

Chairperson

Chairperson  \_\_\_\_\_

Secretary  \_\_\_\_\_


Section 8- District Secretary:

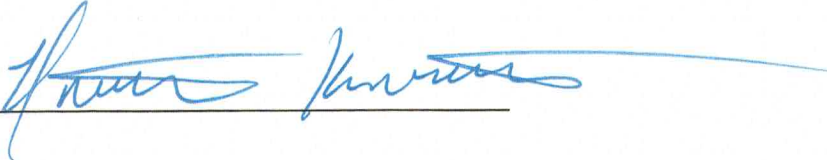
This position is under review as of 2025. Currently, historic secretarial duties are being executed by the staff. The topic of having a sperate secretary position for the district has been scheduled to be discussed at the September 2025 meeting. This is due to many changes with Spokane County processes this year, going to workday and getting reports etc. from them. This may become more of a bookkeeper/secretary position as we need a specific skill set to ensure success for this.

## Section 9- District Superintendent:

- a.) The board will employ a Superintendent who shall oversee the district subject to the discretion and influence of the board. The Superintendent shall organize, operate, control, and obtain results ensuring the water system is operating efficiently under objectives set by the board and State standards.
- b.) The Superintendent has a signed job description and must meet these specifics to keep their employment status. Hutchinson Irrigation No. 16 requires a WDM2 operators license based on the number of residents currently 2613 as listed in the WFI report.
- c.) The Superintendent will present regular reports to the board at district board meetings to keep them informed about O&M, their employees, procurements, any other operations etc.
- d.) The Superintendent shall have authority over all employees of the district including designating their responsibilities and duties, procurements, and termination of their service.
- e.) The Superintendent shall have the authority to hire employees to fill vacancies in authorized head counts established by the Board of Directors.
- f.) The Superintendent shall execute all other duties as required by law or assigned by the Board of Directors.
- g.) The Superintendent has the authority to make purchases on behalf of the district for maintenance needs or repairs up to \$1000.00 unless it is an emergency these purchases must be reported.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

Secretary  \_\_\_\_\_


## Section 10- Service Connections:

- a.) No customer service shall be connected to the district's water mains or any other water line etc. without first obtaining permission from the district's board of directors, acting through the Superintendent in compliance with these Bylaws, rules, and regulations.
- b.) Any customer desiring to connect to the district's facilities for services must first make application for water. The district will validate parcel, short plat, easements, services needed, water availability and create an estimate. The customer will pay ½ of estimated cost prior to district installing service(s) and the final ½ after install must be made prior to the meters being installed.
- c.) All services connections to the water main will be made by the district, except under special circumstances where the district or its assignee will make the connection to the meter box. The installations must meet district install specs available at district office or pdf. The district will determine the location of the service.
- d.) The customer will provide information regarding the finish grade to set correct finish grade on water meter box and curb stop valve box. Any subsequent alterations will be an additional expense.
- e.) The customer is responsible for providing the service line from meter box to the dwelling, the irrigation district carries copper tube size (CTS) fittings on their service trucks.

- f.) Should a customer feel that their meter is not functioning properly, they may request in writing that it be replaced with a new meter. The district will do this 1 time for no fee in a 10-year period.
- g.) It is a violation for any person or person(s) to tamper with or injure any water service, in doing so will result in immediate termination of service until all repair fees are paid in full at the district office.
- h.) Water service lines can freeze up if preventative measures are not taken in extreme cold weather. The district is not responsible for freeze-ups, or any damage caused by weather. These damages though unfortunate are avoidable when preventative measures are taken i.e. allowing the faucet to drip, leaving cupboard doors open. If district personnel are dispatched patrons will be billed for time and materials.
- i.) The district is responsible from the water main to the customers' property line and will make all repairs. Repairs past property line and to district boxes meters etc. must be to district standards, however the customer can hire this out etc.
- j.) Water meters will be completely read by the middle of April and the middle of October until we have completely transitioned to a new AMI system. The district is expected to be 100% transitioned to AMI by 2030 allowing the district to read itself, in real time?, daily?, weekly?
- k.) All water meters will eventually be fitted with AMI technology. 2030 is the estimated deadline to be 100% transitioned. Meter charge is included in the annual assessment role.

Adopted 09, June 2025

Chairperson 


Secretary 

Section 11- Distribution of Water:

- a.) The district shall deliver water throughout its system or to any additions through water main and service lines which will be kept at a state minimum 30 psi under normal operating conditions per WAC 246-290-230 (5).
- b.) The customer may be required to install and maintain a valve at a point designated by the district based on domestic, irrigation or commercial service. A valve should be located at the point of service.
- c.) The district shall not assume any responsibility for the facilities required for the distribution of water beyond the established points of service and needed because of a subdivision of land, and such shall be installed at the expense of the landowner. Any diversion or distribution of water beyond the property line or existing service will be the responsibility of the landowner involved.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_


Secretary  \_\_\_\_\_

Section 12- Temporary Interruptions of Service:

Water services in the Inland Northwest and this water district are subject to temporary interruptions resulting from power failure, freezing weather, breakdowns of the district's system(s) or shut offs to make repairs or upgrades to the district. If a customer's service fails, they will need to determine if their valve is potentially off before calling the district. In the event the district is called out due to the service interruption all applicable fees apply. When practical, public notice will be given and every effort will be made to make interruptions as short as possible. The district is not liable for personal injuries, loss, or damage resulting therefrom, nor will such a failure constitute a breach of agreement for service. In the event the temporary interruption is the result of a frozen service line or the meter, the customer will be charged for the necessary costs of restoring either temporary or permanent service or both, unless the districts board of directors determines that special circumstances exist.

Adopted 09, June 2025

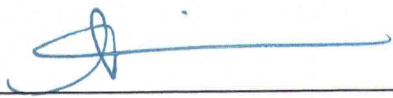
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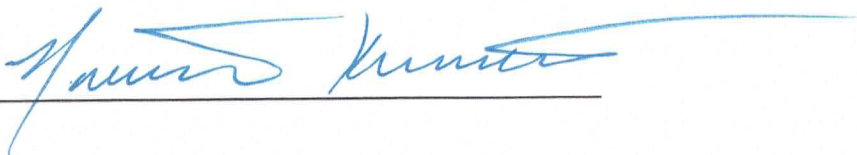
Secretary  \_\_\_\_\_

Section 13- Metering Program:

All water services within Hutchinson Water District No. 16 will be metered. Each family residence shall have its own customer service line i.e., two customer service lines to serve a duplex with two separate meters. All irrigation services as of April 1, 1992, are to be metered and must have a backflow device that is tested annually if it is applicable. Charges currently are the same for all waters but see rates for current irrigation and potable charges.

Adopted 09, June 2025


Chairperson  \_\_\_\_\_

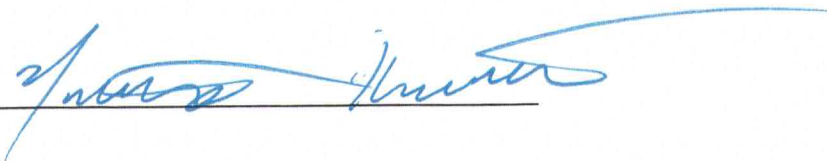
Secretary  \_\_\_\_\_

Section 14- Irrigation Service:

This section has been removed from bylaws as all rates are now billed for all gallons used with the adoption of the new rate structure dated XX.

Adopted 09, June 2025

Chairperson 

Secretary 

## Section 15- Cross Connection Control:

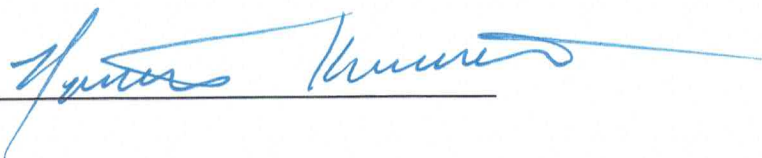
- a.) The district has a cross-connection control program and will maintain it in accordance with WAC 249-290-490. The objective of the program is to protect our water supply. A cross-connection is any physical arrangement whereby a public water supply is connected, directly or indirectly, with any non-potable or unapproved water supply system, sewer, drain, conduit, pool, storage, reservoir, plumbing fixture, other device which contains, may contain, contaminates water, liquid, gases, sewage or other waste of unknown or unsafe quality which could back siphon into the districts water supply.
- b.) The district Superintendent/ CCS will review all new service applications. If it is determined that a potential cross-connection exists, the district will require the appropriate assembly to be installed with the new service (premise isolation) at meters and (fixture isolation) at the actual hazard. All equipment will be installed at the expense of the user or landowner.
- c.) Upon installation of all appropriate cross connection control assembly, in new or existing services, that device must be tested by a licensed B.A.T. and the report turned into the C.C.S. at the district office, emailed, or faxed before the irrigation, premise isolated or fixture can be used.
- d.) All cross-connection control devices will be tested annually by a WA State Certified Backflow Assembly Tester (BAT).
  - 1.) BAT must provide the following information before test reports can be accepted.
  - 2.) A copy of their current BAT tester certification card.

3.) A certification test passed for all equipment used.

4.) A copy of their business license and proof of insurance.

Adopted 09, June 2025

Chairperson 

Secretary 

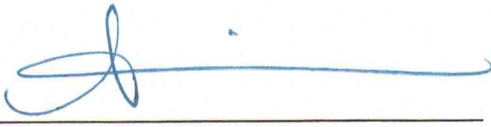
Section 16- Assessments and Rates:


- a.) Sums due to the district will be placed on an assessment roll, equalized as provided by statute and collected through the Spokane County Treasurers Office.
- b.) A patron may request in writing the termination of service and thereafter the district will remove the meter, cut off the service at the main and charge the landowner for all applicable fees. The patron will only be charged for the water asset to date of request.
- c.) New services installed during the year will be added to the assessment role and billed accordingly. Any out-of-district customers will pay the regular rate and a \$250.00 out of district fee as they get billed manually and not through the Spokane County Treasurers Office.
- d.) Any parcel with an outstanding balance due to the district will be assessed, those balances and all penalty interest fees for those unpaid balance on their parcel's year end assessment to the Spokane County and all due invoices will be voided with comment.
- e.) Interest shall accrue on all invoices due to the district being more than 30 days past due at a rate of 10% per month left unpaid. Enforcement of payments for sums due to the district on the assessment roll shall be as provided by statute.
- f.) Checks payable to the district and returned from the bank for any reason shall be subject to a \$35.00 service fee.

g.) All bills issued by the water district are payable in 30 days and are subject to service charges, and eventually termination of service of service for failure to pay.

h.) The quantities and rates are subject to change from time to time by action of the Board of Directors. Any change to the rates will be included in the minutes and available in print or pdf at the district office.

Adopted 09, June 2025


Chairperson  \_\_\_\_\_

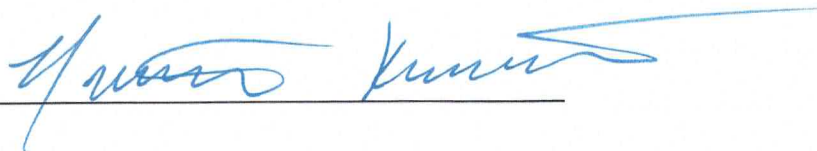
Secretary  \_\_\_\_\_

Section 17- Access to Premises:

No water user within the district shall reduce, neglect, or fail to afford any duly authorized agent or representative of the water district free access at all reasonable hours to all parts of the premises supplied with water from the district's mains, for the purpose of making records, readings and observing the manner in which water is being used. In the event of a violation of this article or the abuse or the attempted intimidation of an agent or representative of the district, the district shall give 24 hours written notice to the water user of the default, cease the delivery of water until the situation is remedied to the satisfaction of the board or the district Superintendent.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_


Secretary  \_\_\_\_\_

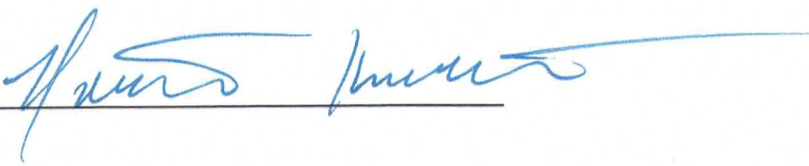
Section 18- Prohibited Acts:

No landowner or water user of the district may do any of the following:

- a.) Break or deface the seals of a water meter.
- b.) Circumvent the passage of water from the district's system through the water meter installed for the measurement thereof. (bypass)
- c.) Obstruct, alter, injure, or prevent the action of any meter installed for the measurement of the volume of water supplied to said premises. (tamper)
- d.) Waste water by allowing leakage through defective pipes of plumbing fixtures.
- e.) Waste water by excessive and improper irrigation or careless irrigation methods.
- f.) Tamper with a hydrant or turn off or on any fire hydrant within the district without a signed fire hydrant permit, hydrant meter and backflow device.
- g.) Open or tamper with any valve or other fixture placed in any of the mains or pipelines of the district, (street valves) etc.
- h.) Refuse any agent or employee of the district permission to come on the premises to inspect or read the meter or to inspect and usage of water.
- i.) No owner or lessee shall furnish water to any other property or person without first obtaining a permit from the board or Superintendent to do so this included additional dwelling units (ADU), or tiny homes.
- j.) Violate any of the rules and regulations herein established.
- k.) Fail to pay charges owed to the district.

Adopted 09, June 2025

Chairperson 


Secretary 

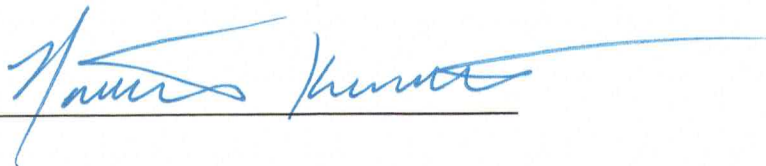
### Section 19- Enforcement:

Water service shall not be terminated until notice has been given as provided herein,

- a.) Except in case of an emergency 20 days' notice will be given by the district staff prior to termination of service pursuant of provisions of section -18.
- b.) The notice may be mailed to the parcel owner either first class, regular mail or both, hand delivered or left on the property owner's door. In the event of mailing the date will be noted in the letter.
- c.) The notice will advise the landowner of the reason(s) for termination, when the water will be terminated, and how they may contact the board for a hearing if they choose prior to the termination of service.
- d.) Any person wishing to dispute termination of service must request a hearing 5 days prior to termination in written form at the district office or via email to the district email and have a scheduled date of hearing before the board to dispute the termination. Any scheduled hearing will postpone any termination until the board has made a determination.
- e.) Emergency terminations supersede board hearing as these typically involve public health. The Superintendent has full authority to terminate services based on potential emergencies and or any health hazards.
- f.) Other terminations such as cross-connections, illegal tie ins etc. will be terminated immediately without notice.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

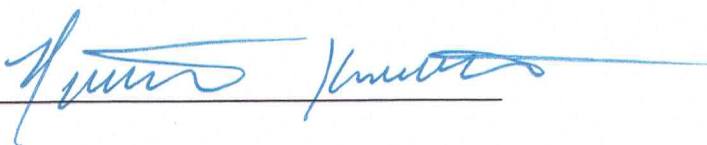
Secretary  \_\_\_\_\_

Section 20- Consent of Water Users:

By the acceptance of either irrigation or domestic water from the district all water users consent to be fully bound by all laws relating to the district and the duties, obligations and penalties prescribed in all pertinent bylaws, rules and regulations for the district now enforced or as hereafter amended or adopted, and by all obligations arising under any contract with the State of Washington or the United States of America.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

Secretary  \_\_\_\_\_

Section 21- Extension of Water Mains:

- a.) The extension of water mains to serve land in subdivisions and plats will be at the expense of the developer or landowner. A water plan shall be drawn up by a professional engineer and approved by the district. The water mains must be constructed in accordance with the district's specifications and if our engineers and modeling or fire flow requirements need reviewing, charges will be incurred by developer or landowner.
- b.) Developers who construct water mains which benefit lands other than their own may apply to the district for a mainline equalization agreement, if approved by the board, benefited lands which did not participate in the original cost of the main or mains may be charged an allocable share of the cost of receiving main(s). Those monies collected by the district shall be returned to the developer or landowner that constructed the main(s), the conditions will be contained in such an agreement to be specified by the district's Board of Directors.

Adopted 09, June 2025

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Section 22- Outside District:

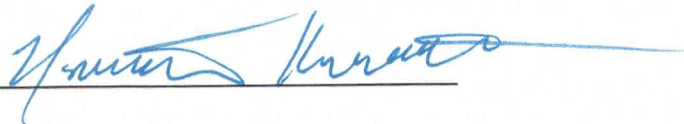
- a.) The district currently has three out of district services which are manually billed at regular rate plus a \$250.00 out of district fee. These services are not being billed with the Spokane County Treasurer Office through taxes. These are special circumstances, and the Hutchinson Irrigation District would not under normal circumstances serve water from outside the district boundary.
- b.) If in the future approached for service and the district had the water to serve the board would review the request, typically this would require boundary adjustments or annexation.
- c.) The procedure and condition for annexation of land into the district shall be in accordance with R.C.W. 87.03.555. Landowners or developers would be responsible for any costs associated with annexation into the Hutchinson Irrigation District.

Adopted 09, June 2025

Chairperson \_\_\_\_\_



Secretary \_\_\_\_\_



Section 24- Address of Water and Change of Ownership:

Each water user or the owner of the land within the district shall provide the district with their mailing address to which all communications may be sent and in case of change of address or ownership, shall promptly notify the district of such a change in address and new owner(s) information.

Adopted 09, June 2025

Chairperson  \_\_\_\_\_

Secretary  \_\_\_\_\_

Section 25 – Rates:

**2025 Water Rates Hutchinson Irrigation District #16**

Monthly Base Rate: \$34 X 12 months = \$408 per year

Water charge is \$1.10/1000 Gallons

Examples:

Duplexes are 2 dwellings therefore \$816.00 base rate charge 4 plex would be \$1632.00

Apartment Buildings are Commercial and therefore each meter gets a base charge of \$408.00, then every unit gets ¼ base charge \$102.00

Trailer Parks are under commercial billing platform as well.

Meter Charge is annual

5/8" = \$ 34.54

1" = \$46.13

1.5" = \$102.51

2" = \$119.07

3" = \$197.14

**Equipment & Labor Rates:**

**Backhoe/ Mini Ex - \$150.00/ hr.**

**Personnel \$125.00/ hr.**

**Emergency call out fee after hours- \$100.00**

**Shutoff fee after hours- \$75.00**


Adopted 09, June 2025

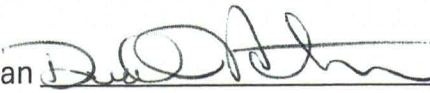
Chairperson 

Secretary 

Section 26- Adoption:

These bylaws, rules and regulations are adopted this 14 day of July, 2025, to be effective forthwith.

Sonya Rieger  Chairperson

Dave Heitstuman  Co-Chair

Pat Wallace 

Jeff Grunert 

Nissa Goodwin 

Attest,

Secretary 