

## Waterline Extension Policy and Procedures Guide

The following is a brief outline showing the steps involved in the construction of waterline extensions and is provided for information only, is not all inclusive, and is subject to change:

1. A water availability study is recommended prior to land acquisition and/or development plans. Developer pays for the study that is done by District engineer to determine the District's water flows available to serve the project.
2. Meeting with District staff. Developer to complete application for water main extension and provide initial plans to District. District's approved contractor list and waterline spec book, to developer. District requires waterline design by District engineer.
  - A. Engineering: Developer to pay District for all engineering costs on project. District engineer will review developer's plans and provide an estimate of the projects waterline engineering fees, which must be paid prior to any waterline engineering work. Costs are tied to the engineer's time involved on the project.
  - B. Contracts: District requires water service contracts. Contracts provide that developer have the waterline installation, completed by a District approved waterline contractor per District specifications and plans. Multiple plat subdivisions may require a contract for each plat. Projects with District required upsizing of waterlines will have District engineer set a reimbursement amount to be included in contract with reimbursement by District upon completion of waterline, Bill of Sale and transfer of ownership of waterline and acceptance by District.
  - C. Warranty Deposit: Payment to District of warranty deposit for correction of work, including cleanup, seeding and mulching. The amount is generally based on lineal feet of water line at \$1.25 per foot with a \$500.00 minimum. Most developments warranty deposits will be based on District engineer's review and recommendation. The warranty deposit is paid prior to contract approval and is refunded without interest after completion of the one (1) year warranty period and final inspection approval.
  - D. Easements: District requires 20' wide waterline easements be granted to the District. Additional easements widths may be necessary along private roads. Developer is to furnish copies of deeds, business agreements, etc., for drafting of waterline easements. Also, provide easement legal descriptions from surveyor, if necessary. The developer is to pay costs of project easements, including those obtained by condemnation.
3. Developer to furnish surveys, plats, street, storm water and sewer plans, etc. to District engineer along with other requested information for developing waterline plans. Digital copies are requested and help lower developer's waterline engineering costs.
4. District engineer evaluates developer's project for water service and waterline requirements, then prepares the waterline plans.
5. District Engineer provides preliminary waterline plans to District for review and approval.
6. Engineer completes final waterline plans.
7. Waterline plan submittal to DNR by engineer for permit to construct waterlines. DNR approval is required before construction.
8. District engineer to provide plan sets as necessary for District and developer. Developer is provided copies necessary for submittal to approved contractors for waterline installation estimate.
9. Developer to hire the District approved contractor of choice to install the waterlines.
10. Staking of waterline by Developer & District staff.
11. District receives approval to construct waterline from DNR.
12. Water service contract for Board approval. Includes waterline plans, and easements.

13. Approved waterline contractor installs waterlines working with District staff.
14. Contractor to complete waterline pigging, pressure tests, chlorination, and samples.
15. Waterlines turned on.
16. Completion and inspection of cleanup.
17. Developer executes Bill of Sale transferring waterline ownership to District.
18. District acceptance of waterlines and start of one year warranty.
19. District reimbursement to developer of waterline upgrade costs on contracts which include a District required upgrade.
20. Engineer provides record plans to District and DNR.
21. Final waterline inspection at end of one year warranty period. Release of unused warranty deposit if acceptable.

Waterline sizing will be driven by the water flows required on the project. The District has a 6” minimum waterline size for new waterline extensions.

Please allow approximately 3-4 months to complete the waterline installation process.

District will not connect any water meters to waterline until Developer transfers ownership to District.

#### **Water Availability Study**

THE DISTRICT STAFF CAN ONLY PROVIDE EXISTING WATERLINE SIZE AND LOCATION.

The District cannot make any determination regarding water availability (flows) for a developer’s project without the developer’s plan, fire department, and planning and zoning requirements for the project. It is the Developer’s responsibility to contact the appropriate agencies to determine whether their plan requires fire hydrants, hydrant spacing if they are required, as well as flows (gallon per minute) required to serve the hydrants. The developer can then furnish the District with the foregoing information for a Preliminary Water Availability Study by the District engineer to determine whether the water system has the available water flow to serve the project. If the flows are not available to serve the project, the engineer will report what waterline upgrade and loop improvements can be made to meet the project flow requirements. The developer can then determine his projects feasibility. The developer pays for the study which takes approximately 30 days to complete. This does not include any project waterline design. There is a water study application form.

In most cases, this study should be completed prior to any development plans.

#### **Cleanup, Seeding, and Mulching**

To prevent trench erosion and eliminate complaints from landowners, smoothing, seeding, and mulching of disturbed areas are required. During the warranty period, disturbed areas should be smooth and have substantial vegetative growth. Developer shall ensure that any problem areas are corrected as they arise during the warranty period. There will be a final inspection at the end of the warranty period.

Developer shall provide a warranty deposit for cleanup, seeding and mulching. Deposits shall be returned at the end of the one year warranty period if the cleanup is acceptable to District. The District or a competent contractor shall complete any unsatisfactory cleanup work, with proceeds from the project warranty deposit, if not corrected by developer.

#### **Territory Agreements**

District may require developments in areas near the City of Columbia and Ashland provide that cities level of fire flow requirements.