

**PROCEDURES AND REQUIREMENTS
FOR THE DEVELOPMENT OF WATER LINE EXTENSIONS TO BE CONNECTED
TO THE HENRY COUNTY WATER DISTRICT NO. 2 SYSTEM**

November 1997

(Revision 1.0) January, 1999

INTRODUCTION

This document is a guide for the extension of water lines to serve existing and new development. This document outlines the policies and procedures as approved by the Henry County Water District No. 2 (HCWD) board. The intent is to establish uniform policies and procedures for the construction and acceptance of water lines that will provide efficient, reliable service and are compatible with the existing water system.

HCWD reserves the right to add to these procedures as may be necessary in order to achieve the required service to its customers.

LINE EXTENSIONS TO EXISTING DEVELOPMENT

The extension of water lines to existing potential customers is governed by HCWD's *Water Main Extension and Refund Policy* which is available from HCWD. Any costs related to the design of a water line extension to an existing home shall be included in the cost of the extension and shall be paid in accordance with Administrative Regulation 807 KAR 5:066, Sections 11(1) and (2).

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SECTION 9 (1)

BY: Stephen D. Bell
SECRETARY OF THE COMMISSION



LINE EXTENSIONS FOR NEW DEVELOPMENTS

Procedures

General

The following is a list of procedures to be followed by a developer who wishes to design, finance, and construct a water line that will connect to, or become a part of, the HCWD system. All procedures must be followed in order for the proposed water line to be considered for acceptance and connection to the HCWD system.

Preliminary Review

The developer may, at his option, make a request to HCWD for a preliminary review of the feasibility of connecting to the HCWD water system at a certain point in the system. The developer shall provide the desired point of connection, the number of potential customers, and the lowest and highest elevations (above sea level) of the development.

Application

Prior to the construction of any water lines which will be connected to the HCWD water system, the developer shall file an application with HCWD. The application shall include a written request to connect to the HCWD system, plans and specifications, and all other items listed in the attached submittal checklist.

The application will be reviewed by HCWD staff and HCWD's consulting engineer. The application must be reviewed and approved, in writing, prior to construction.

Plans and Specifications

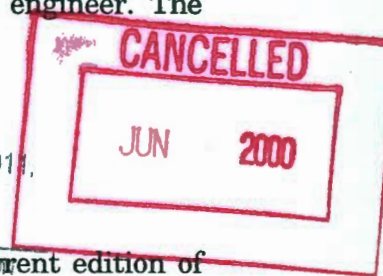
Plans and specifications shall be developed in accordance with the most current edition of HCWD's *Standard Specifications and Drawings for Water Line Extensions* and the design

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BY: *Sharon O. Bell*
SECRETARY OF THE COMMISSION



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criteria contained herein. The most current edition of HCWD's *Standard Specifications and Drawings for Water Line Extensions* is dated March 1997 and is available from HCWD.

Completed plans and specifications shall be submitted to HCWD for review and approval. Upon approval, HCWD will provide a letter of approval. The developer shall then submit the plans and specifications, along with HCWD's letter of approval, to the Kentucky Division of Water (KDOW) for review and approval. The developer shall pay the KDOW review fee. The developer shall provide one original copy of the approved plans (stamped approved by the KDOW) to HCWD before construction may begin.

Plans and specifications submitted to HCWD for review shall be accompanied by a certification statement signed by the design engineer (a Professional Engineer registered in the state of Kentucky) stating that the plans and specifications of the proposed water facilities comply with the requirements of HCWD.

Construction

A preconstruction meeting shall be held at HCWD's office prior to beginning construction. The developer, contractor, and HCWD shall be present.

Shop drawings, which have been reviewed and approved by the design engineer, shall be submitted to HCWD on all material to be used for the proposed water facilities. The developer shall not order or install any materials until the shop drawings are approved by HCWD. HCWD shall be notified when materials are delivered to allow for inspection prior to installation.

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The developer shall coordinate the times for tie-ins with HCWD to minimize disruption of service to existing customers. The tie-ins shall be made either during low usage periods or by means of tapping valves, as determined by HCWD.

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During construction, HCWD will perform or cause to be performed such inspection as it deems necessary to assure proper installation. All construction of the proposed water facility shall be subject to HCWD inspection. The developer shall notify HCWD at least 24 hours before the actual work commences and shall keep HCWD informed as to the progress of the

37. Stephen Bell
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project in order to allow HCWD a reasonable opportunity to inspect construction before backfilling. Should failure to keep HCWD so notified and informed result in covering of work before HCWD has a reasonable opportunity to inspect, such failure may result in such tests or inspections (including uncovering of the work) as may be necessary to satisfy HCWD that the installation meets the required specifications. Work completed without inspection by HCWD will not be accepted.

The developer shall send a certified letter, with a copy to HCWD, to the owners/buyers of each lot in the development notifying them of the need to install a pressure regulating device in their home plumbing system.

The developer shall insure that the construction of the proposed water lines stays within the limits of all easements and right-of-ways.

The developer shall provide traffic control and other safety precautions as required by the Kentucky Transportation Cabinet.

The new water facilities shall be pressure tested as required in HCWD's *Standard Specifications and Drawings for Water Line Extensions*.

The new facilities shall be disinfected as required in HCWD's *Standard Specifications and Drawings for Water Line Extensions*. Laboratory test results meeting KDOW compliance criteria shall be provided to HCWD prior to placing them in service.

Warranty Bond

A fully executed Warranty Bond shall be provided by the developer. This bond, on a form to be provided by HCWD, which is attached and made part of this document, shall state that the developer will provide a one-year warranty period for the proposed water facilities and reimburse HCWD for all service, maintenance, and replacement of the facilities during the warranty period. The one-year warranty period shall begin on the date of the final acceptance of the facilities by HCWD. Upon final acceptance by HCWD, the developer shall agree to relinquish the rights to the water facilities so that it shall become the property of HCWD. HCWD shall maintain the water facilities thereafter and shall have the rights to



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connect new users to the line or build extensions thereto.

The Warranty Bond shall be in the following amounts based on the length of the line extension:

<u>Bond Amount</u>	<u>Line Extension Length (total)</u>
\$10,000.....	0 to 2 miles (10,560 feet)
\$20,000.....	2.01 to 4 miles (21,120 feet)
\$30,000.....	4.01 to 6 miles (31,680 feet)
\$50,000.....	6.01 to 10 miles (52,800 feet)
Negotiated	over 10 miles

Final Acceptance

When the construction is complete, the developer's design engineer shall certify that he has observed the construction of the project to the extent necessary to state that the project was constructed in accordance with the approved plans and specifications and the requirements of HCWD as listed herein. The developer's design engineer shall also submit this certification letter; along with signed, stamped, accurate as-builts; to the KDOW.

Full-size reproducible as-built drawings (on mylar drawing media) shall be provided for the entire completed water facilities.

A unit price summary of the actual construction costs for the facilities shall be provided.

If all items are completed and satisfactory to the HCWD staff, the HCWD board will approve and accept the facilities as requested by the developer. The developer will be notified of this approval in writing.

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Fees

1. HCWD has been authorized by the Public Service Commission to assess developers who construct water main extensions to proposed real estate subdivisions a fee equal to its actual cost of design, review, and inspect such extensions.
2. HCWD shall, upon request, provide the developer with a statement that individually lists all costs incurred for the water main extension.
3. When determining any reimbursement required by Administrative Regulation 807 KAR 5:066, Section II(3), this fee shall be included in the total cost of the water main extension.
4. The fee for a copy of HCWD's *Standard Specifications and Drawings for Water Line Extensions* is \$30.00.

MINIMUM DESIGN CRITERIA

All designs shall comply with HCWD's *Standard Specifications and Drawings for Water Line Extensions*.

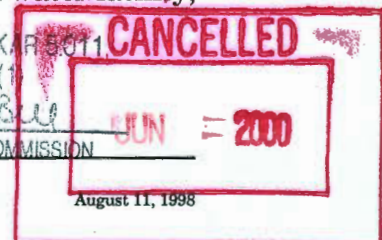
The following is a list of minimum design criteria required of any water facility to be approved to connect to the HCWD system.

- Pipe size and material shall be as determined by the District consistent with state of the art engineering practices, except that PVC pipe shall be a minimum of SDR 17 (Class 250). All pipelines shall be a minimum of 6-inch diameter unless a 4-inch diameter is judged hydraulically adequate by the District on a case by case basis.
- No fire hydrants shall be allowed to be installed in any proposed water facility, except in the industrial park near Campbellsburg

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- Gate valves shall be spaced at a maximum of a 1/2 mile and located at the edge of fence lines, driveways, etc. Gate valves shall also be provided at all branch lines and at the tie-in to the existing line.
- The maximum working pressure shall not be more than two thirds of the pressure rating of the pipe.
- Combination air release valves shall be located at significant high points.
- Casing pipes shall be sized to accommodate the next higher diameter carrier pipe. The casing pipe shall be placed a minimum of 5 feet past the ditch or toe-of-slope or as required by Kentucky Transportation Cabinet.
- Flushing hydrants shall be placed at the end of all lines.

ATTACHMENTS

- A1 Submittal Checklist for Application to Connect to the HCWD System
- A2 Warranty Bond

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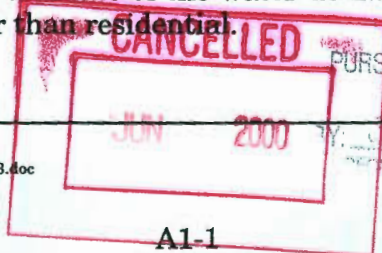


**SUBMITTAL CHECKLIST
FOR APPLICATION TO CONNECT TO
THE HENRY COUNTY WATER DISTRICT NO. 2 SYSTEM
November 1997**

The following is a checklist of items to be reviewed by Henry County Water District No. 2 (HCWD) prior to approval of any application for construction of any water facilities that are to become a part of, or be connected to, the HCWD water system. All Items of the checklist must be reviewed and approved prior to construction. Additional information may be requested by HCWD if deemed necessary for a complete review of the proposed application.

- A written description of the proposed work and the type or types of development planned.
- Complete plans and specifications signed by a Professional Engineer registered in Kentucky.
- A certification statement signed by the design engineer (a Professional Engineer registered in the state of Kentucky) stating that the plans and specifications of the proposed water facilities comply with the requirements of the Henry County Water District.
- The following information which will be used by HCWD to conduct a KYPIPE computer analysis of the proposed facilities to verify that they are compatible with the HCWD water system and HCWD has the capacity and pressure to serve the proposed extension:
 - The subdivision plat of record.
 - 1"=500' map of the area of concern with all proposed water facilities clearly indicated. This may be shown on the plat map.
 - Indicate size and type of all pipes for the proposed water facilities.
 - Indicate the ground surface elevation (above sea level) of all pipe junction points, high points, and low points.
 - List and show the location of the maximum number of potential users or customers for the proposed water facilities.
 - Provide an estimate of the water demand of the proposed development if it is other than residential.

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Submittal Checklist for Application

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- Easements for the proposed water facilities. The easements shall have a minimum width of 15 feet. Easements may be provided on a properly recorded subdivision plat or on individual signed forms using the "Sample Conveyance" available from HCWD.
- A copy of all necessary permits, obtained by the developer, from the Kentucky Transportation Cabinet, County, Railroad, etc., as applicable.
- A statement of indemnification has been provided. The developer shall absolve, indemnify, and hold harmless HCWD, their engineer, and their employees and agents of all liability from the construction and installation of the proposed water facilities and from the operation of the water facility during the one year warranty period.
- A fully executed Warranty Bond.
- A detailed unit price estimate of construction costs.
- The application fee has been enclosed.



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WARRANTY BOND

KNOW ALL MEN BY THESE PRESENTS, that _____, as Contractor, hereinafter called "Principal," and _____, a corporation, organized and existing under the laws of the State of _____, with principal offices at _____, as Surety, hereinafter called "Surety," are held and firmly bound unto the Henry County Water District No. 2 (HCWD) as Obligee, hereinafter called "Obligee," in the amount of _____ Dollars (\$ _____), for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns firmly by these presents.

WHEREAS, the Principal has dedicated (Line Extension), hereinafter called the "Project," to Obligee, and Obligee has accepted said Project on _____, 19____.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that, if the Principal shall well and faithfully do and perform the required maintenance and shall indemnify and save harmless the Obligee against all claims, loss or damage, and expenses of reconstruction or additional work required to restore the Project to its acceptable condition within a period of one (1) year from the date of acceptance by Obligee of the Project, then this obligation shall be void; otherwise, it shall remain in full force and effect.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Obligee named herein or the heirs, executors, administrators, successors, or assigns of the Obligee.

Should any proceedings be necessary to enforce this Bond, such sum as the Court may determine to be reasonable shall be allowed to Obligee as attorney's fees, in addition to other sums found due.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be _____ County, State of Kentucky.

IN TESTIMONY WHEREOF, said Principal has signed this instrument at _____, Kentucky, in person or by agent duly thereunder authorized, and said Surety has caused its name to be hereunto signed by its duly authorized agent and its corporate seal hereto affixed, this _____ day of _____, 199_____.

CONTRACTOR AS PRINCIPAL
Company: _____ (Corp. Seal)

Signature: _____
Name and Title: _____

SURETY
Company: _____ (Corp. Seal)

Signature: _____
Name and Title: _____

ATTORNEY-IN-FACT
Company: _____ (Corp. Seal)

Signature: _____
Name and Title: _____



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