



SERVICE RULES & REGULATIONS

OF THE

CENTRAL ELMORE WATER & SEWER AUTHORITY

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SERVICE RULES & REGULATIONS

PREPARED FOR THE
CUSTOMERS
SECTION A
OF THE
CENTRAL ELMORE WATER & SEWER AUTHORITY

OFFICIALS OF THE AUTHORITY

Kenny Holt - Chairman
H. Wade Johnson – Vice-Chairman
Frank Vawter - Director
Robert L. Prince, Jr. - General Manager

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July 2003

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The Board of Directors of the Central Elmore Water & Sewer Authority has adopted the following Service Rules & Regulations. These Service Rules & Regulations will be observed both by the Authority and its Customers.

SECTION A: SERVICE RULES & REGULATIONS

1.0 TYPES OF SERVICE:

1.1 Residential Service Definition:

- **Residential Service is defined as: Service to a single family dwelling with customary non-commercial appurtenances and out buildings. Single unit facilities where water usage does not conform to the definition of a commercial or agricultural operation.**

1.2 Commercial Service Definition:

- **Commercial Service is defined as: Service to any Customer with a 3/4 inch or larger meter (except strictly single family residences used purely for single family purposes) or any operation where water is used in large quantities as an integral part of a business or commercial operation.**

Commercial Service may also apply to other locations or facilities approved by the Authority where water is supplied to multiple sites for public use, customer's use, or group usage including but not limited to shopping centers, restaurants, hotels/motels, miscellaneous stores / shops, car washes, laundromats, or recreational/camping facilities.

Commercial Service may also apply to any other location based on the nature of the operation and the volume of consumption the Authority deems to be a commercial enterprise or operation.

Commercial Service shall not apply to agricultural operations as defined by the Authority, Section A: 1.3 – Agricultural Service Definition.

The Authority has the discretion to grant a business that has a low volume of consumption (less than 10,000 gallons per month for the first three months of service) the ability to operate on a residential rate. If the customer does not meet the requirement after the three (3) month period, the account will be reassigned to a commercial rate.

1.3 Agricultural Service Definition:

- **Agricultural service is defined as: Service to any facility or operation customarily recognized as an agricultural entity including but not strictly limited to any operation whose primary purpose is the production of crops or commodities for human or animal consumption.**

SECTION A: SERVICE RULES & REGULATIONS

1.4 Temporary Service Definition:

- **Temporary service is defined as:** Service requested by an individual or entity for a period no longer than two weeks, usually for the sole purpose of selling a home or for the maintenance of a building or dwelling.

2.0 SERVICE TYPE RATE SCHEDULES:

- For the Service Types, as defined in Section A: 1.0 – Types of Service, rate schedules are established and modified from time to time by the Board of Directors of the Authority.

2.1 Residential Rates:

3/4 " METERED SERVICE	
USAGE	*RATES
0 - 2,000 Gallons	\$16.00 Minimum Charge Per Month + 4% Sales Tax
2,001 - 10,000 Gallons	\$5.25 Per 1,000 Gallons + 4% Sales Tax
10,001 – 20,000 Gallons	\$5.50 Per 1,000 Gallons + 4% Sales Tax
20,001 – 30,000 Gallons	\$6.00 Per 1,000 Gallons + 4% Sales Tax
Over 30,000 Gallons	\$6.50 Per 1,000 Gallons + 4% Sales Tax

*Effective September 1, 2007

2.2 Commercial Rates:

METERED SERVICE – 3/4" or Larger	
USAGE	RATES
0 - 15,000 Gallons	\$95.00 Minimum Charge Per Month + 4% Sales Tax
All Over 15,000 Gallons	\$4.25 Per 1,000 Gallons + 4% Sales Tax

2.3 Agricultural Rates:

METERED SERVICE - 3/4" to 1-1/2"	
USAGE	RATES
0 - 20,000 Gallons	\$75.00 Minimum Charge Per Month + 4% Sales Tax
All Over 20,000 Gallons	\$2.50 Per 1,000 Gallons + 4% Sales Tax

METERED SERVICE - 2"	
USAGE	RATES
0 - 20,000 Gallons	\$85.00 Minimum Charge Per Month + 4% Sales Tax
All Over 20,000 Gallons	\$2.50 Per 1,000 Gallons + 4% Sales Tax

2.4 Minimum Charge:

- As provided in the rate schedules, a monthly Minimum Charge shall be payable for each service connection regardless of usage.

SECTION A: SERVICE RULES & REGULATIONS

2.5 Unauthorized Connections/Free Service/Master Meters:

- **Double and/or Cross Connections shall not be allowed. See Section A: 5.6 - The Customer's Responsibility and Liability, for further details.**
- **The Authority shall not, under any circumstances, furnish free water or sewer services to anyone.**

Allowable Exception: The only allowable exception is when and where water is available for use to assist in filling firefighting equipment of recognized local organizations. All Fire Departments, County and State Organizations are required to furnish a monthly usage report to the Authority.

- **No Master Meter installation shall be allowed to connect to the Authority's Distribution System without an Authority approved contract. Transfer of existing Master Meter service accounts will not be allowed.**

3.0. SERVICE APPLICATION REQUIREMENTS:

3.1 New Service Application Process:

- **The Applicant must sign an Application and Agreement for Service Form and a Declaration to Nonexistence of Unapproved or Unauthorized Cross-Connections Form (Appendix A). These application forms may be completed in-person at the main office of the Authority, by fax, by email, or by mail. This application information cannot be taken by phone. The Authority will maintain the signed forms on file in the main office of the Authority.**

Execution of the Application and Agreement for Service by the Applicant and the Declaration to Nonexistence of Unapproved or Unauthorized Cross-Connections legally binds the Applicant to abide by the specific Rules and Regulations of the Authority including, but not limited to, specific requirements regarding installation and maintenance of the water system on the Applicant's property.

- **The Applicant must provide two (2) forms of identification, one picture ID and one of which will show proof of applicant's age and address, when making application in-person, by fax, by email, or by mail. All applicants shall be of legal age (min. 18 years of age).**
- **Acceptable forms of identification include but are not limited to the following: Driver's License, Photo ID (required), Social Security Card, Passport, and Birth Certificate.**

SECTION A: SERVICE RULES & REGULATIONS

- **The Applicant is responsible, at the time of application, for the following fees: a Tap Fee, a Service/Connection Fee, a Security Deposit, and an Impact Fee. All Fees are due and payable at the time the application for service is made. The only exception shall be billing the service fee on the first bill. Acceptable forms of payment are: Cash, Personal Check, Bank Draft, Money Order, Visa or Master Card, or On-Line (Internet). No service can be initiated until the Applicant has made provision for fee payment. The Authority reserves the right to refuse acceptance of personal checks or any other forms of payment at its discretion.**
- **If requested by the Authority, the applicant must present proof of ownership or a copy of the rental agreement.**
- **In the event of a customer's death, the next of kin should present the Authority with a death certificate or obituary within thirty (30) days. The Authority reserves the right to terminate service within ten (10) days of written notification to next of kin. Security Deposits must be brought up to date by the next of kin (excludes spouse of deceased).**
- **A landlord has the option to sign one contract for all owned rental property in the service area. They may also pay a \$50 deposit for each rental property or a full coverage deposit of \$500, whichever is greater. They must provide E911 addresses for each property.**
- **The landlord may turn on a service that has been disconnected by the renter by submitting a request in writing, by email or by fax only if there is a signed contract and security deposit on file. The landlord must contact the office during regular business hours. The Authority reserves the right to forfeit a customer's landlord contract if the Authority deems necessary.**

3.2 New Service Security Deposits & Non-Refundable Fees:

- **The Residential, Commercial, and Agricultural Security Deposits are as follows:**

SECURITY DEPOSITS	
SERVICE TYPE	RATE
Residential 3/4" Meter (Homeowner)	\$50.00
Residential 3/4" Meter (Renter)	\$100.00
Commercial 3/4" Meter or Larger	\$300.00
Agricultural 3/4" Meter	\$50.00
Agricultural 1" Meter or Larger	\$300.00

- **Forfeiture of Security Deposit:**

Forfeiture of Security Deposit shall occur if the Customer fails to abide by the Rules and Regulations as stated in this document.

SECTION A: SERVICE RULES & REGULATIONS

3.3 Impact Fees:

IMPACT FEES	
SERVICE TYPE	RATE
Residential	\$1000.00
Commercial	\$1200.00
Agricultural	\$1200.00

- **Impact Fees are Assessed to:**

Assist the Authority in the upgrading and maintenance of the system's ability to offset any potential water shortages and/or pressure problems that may result from anticipated short and long term system expansion.

Increase the effectiveness of the Authority's ability to provide adequate service to all of its customers on a year round basis as the dynamics of the system continue to change due to growth and expansion.

- **Impact Fee Payment Option:**

The \$1000.00 impact fee may be paid in full at the time of Application or, at the option of the Applicant; the impact fee may be paid over a 12 month period through equal installments on the monthly billing statement. If this option is chosen a \$25.00 administration fee will be added and monthly installments of \$85.42 will be included in the Applicants Billing Statement for the 12 month period. A Promissory Note for IMPACT FEE (Appendix A) must be signed by the Applicant at the time of Application for Service for the initiation of this payment option.

- **Developer or Group Service Application Impact Fees:**

The entire impact fee for each lot or parcel in a proposed development or subdivision must be paid in full prior to final approval and any service lines being installed. Developer applications & requirements are outlined in SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES.

3.4 Tap Fees:

TAP FEES	
SERVICE TYPE	RATE
Residential 3/4" Service	\$700.00
Commercial 3/4" & 1" Service	\$1000.00
Commercial 1-1/2" Service	\$1200.00
Commercial 2" Service	\$1600.00
Greater than 2" Service	Negotiated*

*According to Cost

SECTION A: SERVICE RULES & REGULATIONS

- The standard size for a Residential water meter is 5/8" x 3/4". The customer will pay for any extra cost associated with increasing the size of a standard meter.

3.5 Additional Non-Refundable Fees:

- Temporary Service Fee \$ 30.00
- Reconnect for Non-Payment Fee* \$ 60.00
- Fire Hydrant Meter \$ 50.00

* \$30.00 of the Reconnect Fee will be refunded if service is terminated by customer

3.6 Existing Service Fees:

- Customers making application to the Authority for service through an existing service connection shall pay one of the following: Existing Service Connection Fee, a Turn-on Fee, or Temporary Service Fee whichever is applicable.

- **Existing Service / Connection Fee: \$30.00**

A Service / Connection Fee is assessed when a service exists but a meter must be connected, the meter read, and the water turned on.

- **Turn-on Fee: \$30.00**

A Readout Fee is assessed when a service exists and the meter is in place but a service call is required to read the meter and turn on the water.

- **Temporary Service Fee: \$30.00 + Min. Bill or Water Consumed**

A Temporary Service Fee is assessed when a meter is in place and service once existed but has been suspended. A service call is requested by an individual or entity to read the meter and turn on water for a period no longer than two weeks, usually for the sole purpose of selling a home or for the maintenance of a building or dwelling. The fee charged shall be \$30.00 plus the minimum water bill or maximum water used, whichever is greater.

- **Reconnect for Non-Payment Fee: \$60.00**

A Reconnect for Non-Payment Fee is assessed when a meter has been cut-off for non-payment of a bill due.

SECTION A: SERVICE RULES & REGULATIONS

4.0 THE AUTHORITY'S RESPONSIBILITY AND LIABILITY:

4.1 Service Line & Meter/Meter Box Installation:

- The Authority shall install a Service Line from its distribution main to the boundary of the easement, or road right-of-way of the distribution main. A Tap Fee will be assessed for the connection to the Authority's distribution main.
- The Authority, at its option, may install its Meter/Meter Box (including cut-off valve, meter, and backflow preventer) as it deems to be expedient including locating the Meter/Meter Box on the Customer's Property within three (3) feet of the property line.
- The Customer is responsible to locate and mark all property lines, easements, right-a-ways, etc.

4.2 Distribution Main Extension:

- The Authority, at its discretion, may extend its distribution mains to facilitate connections in order to service other properties not adjacent to its existing distribution main. The distribution main extensions will only be made upon payment of all reasonable costs for the extension. The minimum size for main extensions shall be 6-inch diameter pipe to accommodate the installation of hydrants for fire protection purposes.

4.3 Right of Refusal of Service:

- The Authority Reserves the Right of Refusal of Service unless the Customer provided service piping or cut-off valve is installed in such a manner as to prevent cross-connections or backflow.

4.4 Notification of Service Interruption:

- Under normal conditions, the Authority will notify the Customer in writing or by flyer of any anticipated interruption of service.

4.5 Fire Protection Policy:

- The Authority's Water System Does Not Provide Fire Protection. Fire hydrants are installed for the purpose of testing the system, flushing lines during maintenance, and other operational functions only.

5.0 CUSTOMER RESPONSIBILITIES:

5.1 Customer's Point of Service, Meter/Meter Box Location & The Authority's Access:

- Each Customer's Point of Service shall be separately metered at a single delivery and metering point.

SECTION A: SERVICE RULES & REGULATIONS

- When a Meter/Meter Box is located on the property of the Customer, the Customer shall provide the Authority unobstructed access at all times.
- Duly authorized agents/employees of the Authority shall have access, at all reasonable hours, to the property of the Customer for the purpose of installing or removing Authority property, inspecting Customer piping, reading and testing meters, or for any other purpose in connection with the Authority Service and Facilities to include compliance with the Rules and Regulations.

5.2 Customer Installed Service Piping/Cut-Off Valve:

- At the Customer's Expense, the Customer is required to install and maintain the Service Piping, Private Cut-Off Valve, and Pressure Regulator on the Customer's side of the Authority's Meter/Meter Box. The Customer's Service Piping, Valve, and Pressure Regulator shall be installed in a safe and efficient manner and in accordance and in full compliance with the Authority's Rules & Regulations, all applicable building codes, regulations of the County and State Health Department, and the Alabama Department of Environmental Management or any other regulating entity. The Authority shall provide a Cut-Off Valve, Meter /Meter Box, and Backflow Preventer on its side of the Service Connection.

5.3 Customer Side - Service Leaks and Service Leak Payment Option:

- The Customer is responsible for the immediate notification to the Authority of leaks in the Customer's Side Service Piping / Valve. All service usage due to leaks is billable and payment is due on the Customer's monthly billing statement.
- The Customer, as an option, may sign a Promissory Note for Service Leak (Appendix A). Payments may be made in equal monthly installments for a minimum of three (3) months or a maximum of twelve (12) months until paid in full. The Customer must contact the office and sign the note prior to due date of current bill.
- Adjusted Rate Provision – Upon the request of the Customer: This Rate Provision (subject to approval of management) may be offered to a Customer if the Authority is shown evidence of a leak and corrective measures have been made to repair said leak. Any water associated with said leak will be billed at the normal rate of the Authority for the first twenty thousand (20,000) gallons. Twenty thousand one (20,001) gallons through one hundred thousand gallons (100,000) shall be charged at four dollars twenty-five cents (\$4.25) per one thousand (1,000) gallons. One hundred thousand one gallons (100,001) and over shall be charged at most recent Cost of Service Study / Revenue Requirement Rate. Any individual will not be permitted more than one (1) adjustment in a twelve (12) month period.

5.4 Customer Requested Service Extension:

- Service Extensions to the system shall be made only when the Customer(s) grants or conveys, or shall cause to be granted or conveyed, to the Authority a permanent easement or right-of-way across any property traversed by the Requested Service Extension.

SECTION A: SERVICE RULES & REGULATIONS

5.5 The Customer's Use of Service:

- Service furnished by the Authority shall be for the consumption / use of the Customer Only. The Customer shall not sell water nor provide a service of water to any other Customer.
- When water is not available in sufficient quantity without interfering with the regular domestic consumption in the service area water shall not be used for irrigation, filling fire fighting equipment, or other purposes. Disregard of this Regulation shall be sufficient cause for Refusal or Suspension of Service.

5.6 Double and/or Cross-Connections:

- Double and/or Cross-Connections are not allowed. They are a direct violation of the Rules & Regulations, the Customer's User Agreement, and Federal and State Regulations. If such a violation is suspected, the customer will be issued a formal "Notice of Possible Improper Double Connection or Cross Connection". The Customer will have 10 days to comply with the Rules and Regulations. If the problem has not been corrected within the 10 days, the service will be terminated.

5.7 Consumer Tampering - Service Line, Meter, or Equipment:

- The Customer(s) shall not tamper with any Service Line, Meter or Equipment of the Authority. Any Customer who tampers with a meter or other Authority Facility shall be charged the following fees:
 1. First Offense - \$150.00
 2. Second Offense - \$500.00 and prosecution by law.

In both instances the Customer will, in addition, be responsible for all costs to repair / replace the Authority's property. The Authority, at its discretion, may permanently refuse service to any Customer who tampers with the Authority's property.

- If the seal of a meter is broken by any means other than the Authority's designated agents/employees and if the meter fails to register correctly, or is stopped for any cause, the Customer shall pay an amount estimated from the account's previous billing records and/or from other applicable data. In addition, the Customer will be responsible for all costs to repair / replace the Authority's property.

5.8 Customer Requested - Suspension of Service / Change of Occupancy:

- The Customer shall give notice in person or in writing to the Authority's Main Office, to Suspend Service or to Change Occupancy.
- The Out-Going Customer shall be responsible for all service consumed up to the time specified or actual departure, whichever period is greater.

SECTION A: SERVICE RULES & REGULATIONS

- **The New Customer will be responsible for making Application for Service immediately before occupying the premises. Failure to do so may make the New Customer liable for the service consumed since the last meter reading.**

6.0 METER READING/BILLING/PAYMENTS:

6.1 Meter Reading:

- **Meters will be read and bills rendered monthly. The Authority reserves the right to vary the dates or length of billing periods covered, temporarily or permanently if necessary or desirable. Readings from different and/or multiple meters will not be combined for billing.**

6.2 Billing Calculations:

- **Billing for service will be calculated in accordance with the Authority's rate schedule and will be based on the amount consumed for the period covered by the meter readings, except where a consumer requests a service discontinuance less than one month after service activation. The Minimum Billing to the Consumer for such a period shall be equal to the minimum charge for one full month's service.**

6.3 Commencement of Payment:

- **The Customer, having made the appropriate application for service, will commence payment for service of at least a minimum bill upon activation of the service by the Authority. Payments of Bills are to be submitted to the Main Office of the Authority in-person, by mail, online, or telephone. Failure to receive bills or notices shall not prevent such bills from becoming delinquent or relieve the Customer of the responsibility of payment.**

6.4 Delinquent Bills:

- **Bills are considered delinquent if payment is not received by 3:00 PM on the due date noted on the billing statement and a 10% penalty shall automatically be applied.**
- **Terminated accounts with an outstanding balance over \$50.00 that is not paid by the due will be turned over to a collection agency.**
- **Any outstanding debt on an inactive account (and the customer has an active account) the outstanding debt will be transferred to the active account.**

6.5 Partial Payment of Delinquent Bills:

- **Partial Payment of Delinquent Bills will be accepted but will not delay any of the normal processes regarding service suspension due to delinquent bills. Only full payment of the billing amounts due will stop the service suspension process.**

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6.6 Returned Check and Returned Draft Policy:

- A non-refundable \$30.00 service charge shall be applied to any and all billed accounts involving returned checks or returned drafts. The Authority shall issue a written notice of a Returned Check or returned draft to the Customer. The Customer will have a maximum of ten (10) days after date of notice to personally negotiate settling of payment for the returned check or returned draft. Failure by Customer to comply with the aforementioned rules may result in the account being upgraded to a Cut-Off Status with final action of Suspension of Service.
- Accounts with a returned bank draft will be temporarily removed from bank draft until payment has been received and issue has been settled.
- The Authority reserves the right to refuse the bank draft option to anyone that has had three (3) returned drafts during the previous twelve (12) month period.
- The Authority reserves the right to refuse a check from anyone that has had three (3) returned checks during the previous twelve (12) month period.

6.7 Billing Errors & Claims:

- If the Customer believes there is an error in the monthly bill, a Claim shall be presented in person, in writing, or by telephone at the Authority before the bill becomes delinquent. Claims, if submitted after the bill becomes delinquent, may not be effective in preventing penalties and/or Suspension of Service. The Customer may pay the bill under protest and the payment shall not prejudice the submitted claim.

7.0 SUSPENSION OF SERVICES:

7.1 Suspension of Service & Security Deposit Status:

- If the Customer does not make payment of any outstanding previous balance by the due date of a billing statement, service will be suspended.
- Upon Suspension of Service for non-payment of bills, the Security Deposit will be applied by the Authority toward settlement of the Customer's Account. If the Security Deposit is not sufficient to cover the bill, the account shall then be classified as Delinquent having been assigned Cut-Off Status.
- The remaining balance of the Security Deposit, if any, will only be refunded after the Customer has made full payment of all bills due. The Customer has thirty (30) days to make a request for a refund of any remaining security deposit balance after all bills have been paid.

7.2 Cut-Off Status:

- Once a Customer's Account has reached Cut-Off Status, the Account shall be continued in an active status for billing purposes only for a period of thirty (30) days from the Cut-Off Date.

SECTION A: SERVICE RULES & REGULATIONS

- **During this 30-day period Minimum Billing Rates shall apply. If the Customer has not made provisions to make full payment of the account and re-establish service during the thirty (30) day period, the Account shall be completely terminated and assigned a Bad Debt Status.**

7.3 Service Restoration:

- **Suspended Service for non-payment of bills will only be restored after all bills are paid in full.**
- **Service Restoration will be handled as a new application and account and all new account charges will apply.**
- **If the terminated Customer Account retains any possessor rights, use, or benefit of the premises, then the account shall not be reinstated under any name unless and until all prior debts of said prior Consumer have been paid in full.**

7.4 Customer Appeal:

- **Any Customer aggrieved by the application of the foregoing provisions may appeal such decisions directly to the Board of Directors of the Authority at the next or any subsequently scheduled Board Meeting. A request for a hearing of an appeal by the Board of Directors shall be made no later than one week (7-days) in advance of a regularly scheduled Board Meeting. Requests for an appeal hearing by the Board of Directors are to be submitted in writing to the Main Office of the Authority. Decisions rendered by the Board of Directors regarding any appeal brought before it by a Customer shall be considered final. The Board of Director's regularly scheduled meeting is the third Tuesday of each month at 12:00 PM (as of April 15, 2008) in the Conference Room of the Main Office of the Authority.**

7.5 The Authority's Right of Suspension of Service:

- **The Authority Reserves the Right to Suspend Service Without Prior Notice for Any of the Following Reasons:**
 1. **The prevention of fraud or abuse.**
 2. **The Customer's willful disregard of the Authority's Rules & Regulations as stated in this document.**
 3. **The necessity of emergency repairs.**
 4. **An insufficient water supply due to circumstances beyond the Authority's control.**
 5. **Legal proceedings.**
 6. **At the direction of public authorities.**

SECTION A: SERVICE RULES & REGULATIONS

7. **Strike, riot, fire, inclement weather (flood, tornado, hurricane, or earthquake), accident, acts of war, terrorist attack, or any unavoidable circumstance or cause.**
8. **Or any other unforeseen cause, action, event, or incident.**

8.0 Customer Requested Special Services:

8.1 Meter Readings:

- **The Authority will make special meter readings at the request of the Customer for a fee of \$30.00. If the special reading discloses that the meter was over read, no charge will be made. The fee may be waived under special circumstances at the discretion of the Authority.**

8.2 Meter Testing:

- **Meters will be tested at the request of the Customer for a fee of \$30.00 plus the actual cost of the test. If the test determines that the meter is found to over-register beyond three percent (3%) of the correct volume, no charge will be made. The fee may be waived under special circumstances at the discretion of the Authority.**

8.3 Water Testing:

- **The Authority will take special water samples at the request of the Customer for a fee of \$30.00 plus the actual cost of the test. If the test sample discloses a problem in the system lines, no charge will be made. The fee may be waived under special circumstances at the discretion of the Authority.**

8.4 General Service Call:

- **The Authority will make a General Service Call at the request of the Customer for a fee of \$30.00. If the Service Call finds that service is required on the Authority's side of the Meter / Meter Box, no charge will be made. The fee may be waived under special circumstances at the discretion of the Authority.**
- **Any Service Request – ex. replacing a meter box damaged by the customer– Customer will pay the \$30.00 general service fee plus the cost of the materials.**

8.5 Fire Hydrant Meters:

- **In order to make a request for a fire hydrant meter, the customer must sign an application, provide proper I.D., and pay a \$50.00 fee. The customer will receive a minimum bill of \$98.80 plus any additional usage under the Commercial Rate.**
- **The fire hydrant meter will be placed, moved, and removed by The Authority personnel.**

SECTION A: SERVICE RULES & REGULATIONS

- The customer must request, in writing, that the meter be removed.

8.6 Moving a Meter

- The customer will be responsible for a Tap Fee if they request that a meter be moved.



**SECTION B
DEVELOPER OR GROUP
SERVICE APPLICATION PROCEDURES**

PREPARED FOR THE
THE BOARD OF DIRECTORS
OF THE
CENTRAL ELMORE WATER & SEWER AUTHORITY

OFFICIALS OF THE AUTHORITY

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July 2003

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APPENDIX A:

- **DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES – AMENDMENTS**

- **The Board of Directors of the Central Elmore Water & Sewer Authority has adopted the following Developer or Group Service Application Procedures. These Procedures will be observed both by the Authority and its Customers.**

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

1.0 1.0 Purpose:

- The establishment of Standard Procedures for the review and approval of applications by Developers or Groups for water service to developments or subdivisions.

2.0 2.0 Preliminary Fee & Impact Fees:

2.1 Preliminary Fee:

- A Preliminary Fee of \$125.00 shall accompany all applications by Developers or Groups for water service to developments or subdivisions. The fee is non-refundable and non-transferable.
- Failure to submit the Preliminary Fee with the other required documents described below in 3.1 shall delay the review and processing of the Application.

2.2 Impact Fees:

- The entire impact fee for each lot or parcel in a proposed development or subdivision must be paid in full prior to final approval and any service lines being connected by the Authority.

IMPACT FEES	
SERVICE TYPE	RATE
Residential	\$1000.00
Commercial	\$1200.00

- **Impact Fees are Assessed to:**

Assist the Authority in the upgrading and maintenance of the system's ability to offset any potential water shortages and/or pressure problems that may result from anticipated short and long term system expansion.

Increase the effectiveness of the Authority's ability to provide adequate service to all of its customers on a year round basis as the dynamics of the system continue to change due to growth and expansion.

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

3.0 3.0 Four (4) Step Application Process:

3.1 Step 1 - Preliminary Request for Availability of Water Service:

3.1.1 Any Developer or Group desiring to have a development or subdivision served by the Central Elmore Water & Sewer Authority shall submit a written request addressed to:

**Chadwick Shaw, Engineer
Central Elmore Water & Sewer Authority
76 U.S. Highway 231 (36093)
P.O. Box 816
Wetumpka, Alabama 36092-0816**

3.1.2 The Request Must Include Three (3) Sets of the Following Bulleted Items:

- **A brief description of the proposed development.**
- **The number of acres proposed to be served by this request.**
- **An estimate of number of services.**
- **An estimate of average size of lots.**
- **Highest finish floor elevation.**
- **An instantaneous water demand for the proposed project.**
- **A site map (USGS Topographic Map) identifying the location of the project within Elmore County.**
- **Any future phases or available property shall be identified for planning purposes or a separate request will be required. This information is necessary for the Authority's Engineer's review and planning for any future service the development or subdivision may require.**

**A check or money order in the amount of \$125.00 (non-refundable) payable to the Central Elmore Water & Sewer Authority must be included with the above.
Note: Incomplete Submittals Will Be Returned.**

3.2 Step 2 – Engineer's Review:

3.2.1 The Engineer will accept all written requests submitted and review them in the order of the date of receipt. The Engineer's review of the application will yield a "Positive" or "Negative response to the request.

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

3.2.2 A “Positive Response”:

- **A Positive Response is only valid for 6 months. If no further action is taken by the Developer or Group during that period (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month’s extension) a re-submittal of the request shall be required including the preliminary request processing fee of \$125.00.**
- **The next Step – Final Submittal**

3.2.3 A “Negative Response”:

- **If the Authority’s Engineer’s Review yields a “Negative Response”, the Developer or Group may request an additional review under the terms of Section 3.2.4 Infrastructure Improvement.**
- **If a review is not requested or if no further action is taken by the Developer or Group (submittal of plans, specifications, and/or a request in writing for a maximum of a six (6) month’s extension) a re-submittal of the request shall be required including the preliminary request processing fee of \$125.00.**

3.2.4 Infrastructure Improvement

- **In this Section, Required Capacity is defined to be 120% required flow per ADEM flow curve, while maintaining a minimum system pressure of 20 P.S.I. residual ground level at all points in the development or subdivision under instantaneous peak demand. However, if a higher water flow is required by Central Elmore Water & Sewer Authority under another rule or regulation or in its own discretion, then the higher flow shall be required.**
- **If the General Manager’s and the Authority’s Engineer’s Review yields a determination that the Authority’s system does not have the infrastructure to produce the required capacity to service the submitted development or subdivision, then the General Manager will send to the Developer or Group a “Negative Response”**
- **In the event the Developer or Group desires an additional review to improve the Authority’s infrastructure to meet the required capacity for the proposed development or subdivision:**

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

- i. The Developer or Group shall request the General Manager and the Authority's Engineer evaluate the Authority's infrastructure requirements related to the proposed development or subdivision and determine the required capacity;**
 - ii. Said request shall be made to the Authority in writing and shall be accompanied with a non-refundable \$1,000.00 evaluation fee made payable to Central Elmore Water & Sewer Authority.**
 - iii. The General Manager and the Authority's Engineer will prepare a preliminary engineering plan to determine the Authority's infrastructure requirements to meet 120% of the required capacity of the proposed development or subdivision. Also, a cost estimate to place, upgrade or change the Authority's infrastructure to meet 120% of the required capacity of the proposed development or subdivision shall be prepared.**
- If it is determined that the proposed development will require the Authority to place, upgrade, or change the infrastructure, the Developer(s) or Group(s) shall be obligated to pay the entire costs to place, upgrade or change the infrastructure required for the proposed developments or subdivisions. Infrastructure costs shall include, but not be limited to, engineering, permitting, construction, condemnation, reasonable contract adjustments and any other costs related directly or indirectly to the infrastructure improvement project.**
 - When the initial cost estimate is completed, the Developer or Group shall provide written authorization within thirty (30) days to the Authority to obtain actual bids for the infrastructure improvement project requirement for the proposed development or subdivision. Once the actual bids are received the developer or group shall approve and authorize in writing for the Authority to proceed with the construction of the infrastructure improvement project. The Developer or Group shall have sixty (60) days to approve and authorize the construction of the infrastructure improvement projects. If the Authority does not receive a response in sixty (60) days, it shall assume the Developer or Group does not want to proceed with the proposed infrastructure improvement project.**
 - The Authority and the Authority's Engineer shall oversee all construction of the infrastructure improvement project.**

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

- All costs for the infrastructure improvement project shall be payable by the Developer or Group to Central Elmore Water & Sewer Authority, in advance of commencement of construction, according to the Authority's policies and procedures.
- In the event a Developer or Group pays for an infrastructure improvement project, the Authority guarantees to meet the determined required capacity for the entire proposed development or subdivision for a period of seven (7) years. The beginning determination date shall be the earlier of the completion of the infrastructure improvement project or the initial recording of platted lots related to the development or subdivision. After the expiration of the seven (7) year period, any additional development will require a new application and submission of a Preliminary Request for Availability of Water Service.
- Prior to the commencing of actual construction of the infrastructure improvement project, if any other Developer or Group submits a development or subdivision that will tie directly into the placed, upgraded or changed infrastructure and benefit from this infrastructure then the other developer shall agree to pay, prior to approval of development or subdivision, a pro-rata share of the cost of the new infrastructure based on its calculated required capacity of each planned development or subdivisions directly benefiting from infrastructure improvement. This provision only applies if a Developer or Group submits a development or subdivision prior to the commencing of actual construction of the infrastructure improvement project.
- If after the commencement of actual construction or completion of the infrastructure improvement project, any other developer or group submits a development or subdivision that will tie directly into the placed, upgraded or changed infrastructure and benefit from this infrastructure then the Authority shall calculate the required capacity of the proposed development or subdivision using any unexpired guaranteed required capacity from the developer(s) or group(s) that paid for the infrastructure improvement project. If it is determined that the development or subdivision shall require an additional infrastructure improvement project then this Section shall be applied.

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

- **Following commencement of actual construction, if at any time two or more Developers or Groups disagree with the sharing of infrastructure improvement costs as designated under this section, each Developer or Group agrees to completely indemnify and hold harmless the Authority or the Authority's Engineer or any other agent, employee, director, contractor, or sub-contractor of the Authority. In addition, each developer shall agree to pay the original agreed amount for the infrastructure improvement project to the Authority. Any difference in a Developer or Group's perceived obligation and amount paid shall be settled between the Developers or Groups involved with paying for the infrastructure improvement.**
- **Any construction under this provision shall comply with the Minimum Requirements for Water System Construction set forth in Section C of the Authority's Rules and Regulations.**
- **At the completion of construction of any infrastructure improvement project, the infrastructure shall be deemed construction-in-kind and shall be owned exclusively by the Authority.**

3.3 Step 3 – Final Submittal Actions:

3.3.1 Submittal of Documents to the Developer or Group

- **The General Manager will submit to the applicant one copy of the Service Rules & Regulations and the Minimum Requirements for Water System Construction for use in the final submittal.**

3.3.2 General Manager's Approval of Plat

- **The General Manager will sign, on behalf of the Board of Directors, any documents the Developer or Group needs to present to the County or other agency regarding the Authority's desire and ability to provide water service. This includes the General Manager's Plat approval.**

All impact fees for the development or subdivision must be paid before the Plat is approved by the General Manager and recorded.

SECTION B: DEVELOPER OR GROUP SERVICE APPLICATION PROCEDURES

3.3.3 Water System Detailed Plans & Specifications

- **The Developer or Group shall submit three (3) sets of plans and specifications, stamped and signed by a licensed professional engineer in the State of Alabama, for the General Manager's review and the review of the Authority's Engineer. Two copies are required for the Authority and one (1) is required for the Authority's Engineer.**
- **All proposed water projects shall meet , at a minimum, the current Alabama Department of Environmental Management (ADEM) requirements as well as the Minimum Requirements of the Central Elmore Water & Sewer Authority, Section C: Minimum Requirements for Water System Construction.**

3.4 Step 4 – Final Review:

3.4.1 General Manager's Final Review

- **The General Manager will accept all Final Review plans/specifications submitted for the water system construction and review them in the order of the date received. Incomplete submittals will be returned to the applicant for re-submittal.**

3.4.2 Notice of Intent to Proceed / Pre-Construction Conference

- **The Developer or Group, having received approval from the General Manager, shall provide the Authority with a ten (10) day notice of intent to proceed. The Developer or Group shall arrange for a pre-construction conference with the Authority's designated personnel for the purpose of the review of the plans and for the Authority's personnel to communicate to the Developer or Group the procedures regarding the inspections of the system installation.**

Any applicant commencing construction without complying with the pre-construction conference provision shall be charged an additional inspection fee of \$500.00. The applicant shall be responsible for all costs incurred by the Authority in verifying full compliance with the submitted plans and specifications, including but not limited to: excavation of lines, inspections, and testing. These costs shall be paid by the applicant prior to the Authority providing any water service to the extension or subdivision.



**SECTION C
MINIMUM REQUIREMENTS FOR
WATER SYSTEM CONSTRUCTION**

PREPARED FOR THE
THE BOARD OF DIRECTORS
OF THE
CENTRAL ELMORE WATER & SEWER AUTHORITY

OFFICIALS OF THE AUTHORITY

**Kenny Holt - Chairman
H. Wade Johnson – Vice-Chairman
Frank Vawter - Director
Robert L. Prince, Jr. - General Manager**

The Central Elmore Water & Sewer Authority Main Office
Is located in the

716 U.S. Highway 231 (36093)
P.O. Box 816
Wetumpka, Alabama 36092-0014

Office Hours: 7:30 AM – 4:30 PM, Monday through Friday

Office Phone: (334) 567- 6814

PREPARED BY

Robert L. Prince, Jr., General Manager

Revised May 2009

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APPENDIX A:

- Developer's Warranty and Guarantee
- Developer's Guarantee of Final Payment

APPENDIX B:

- Minimum Requirements for Water System Construction: Amendments

The Board of Directors of the Central Elmore Water & Sewer Authority has adopted the following Minimum Requirements for Water System Construction. These Requirements will be observed by Developer and the Authority.

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

1.0 SYSTEM DESIGN:

1.1 Minimum Pipe Size, Hydraulic Analysis, & Pressure Requirements:

- **The Minimum Pipe Size for principal water mains shall be 6-inch diameter or as identified in the Master Plan.**
- **All water mains, including those not designed to provide fire protection, shall be sized after a Hydraulic Analysis based on flow demands and pressure requirements. The system shall be designed to maintain a minimum pressure of 20 PSI residual ground level at all points in the distribution system under all conditions of flow.**
- **Wide variations in pressure above the minimum requirement of 20 PSI may be inherent in the design of a distribution system but pressures no greater than 100 PSI should be delivered to the customer (unless higher pressures are requested). The 100 PSI maximum pressure requirement can be met by pressure reducing valves in each customer's source line, or by designing the distribution system to limit the maximum pressure.**
- **All assumptions and any flow data used must be clearly documented and submitted with a hydraulic analysis. If actual flow data is not available theoretical calculations shall be based on all storage facilities half-full and the Hazen-Williams friction factor appropriate for type of pipe being used but in no case greater than 130.**

1.2 Pipe Requirements:

- **Ductile iron pipe shall meet the current requirements of ANSI / AWWA – CiSi.**
- **PVC Pipe – 6-inch through 12-inch:**
 - A. PVC pipe meeting the AWWA Standard: C900 (latest edition) will be accepted for those working pressures as designated by class (Note that C900 refers only to 6-inch through 12-inch pipe).**
 - B. SDR 21, Class 200 pressure rated pipe may be used where the working pressure does not exceed 135 PSI. The pipe must meet all the requirements set forth in ASTM Standard: D 2241 for 6-inch through 12-inch pipe designated SDR 21. The pipe must bear the National Sanitation Foundation Testing Laboratories, Inc. seal of approval for potable water, or an approved equal.**
 - C. Provision must be made for contraction and expansion at each joint with flexible ring gaskets made from rubber or other suitable material. Gasket materials shall meet the requirements established in ASTM F477.**

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

- D. Joints for PR 200, pressure rated pipe (ASTM D2241), shall be manufactured in accordance with ASTM D3139.
- E. All fittings such as tees and elbows, using welded joints, shall be factory welded and shall meet the same specifications as a welded bell section.
- F. Lubricants shall be non-toxic and shall not promote biological growth.
- G. Solvent cemented joints in the field are not permitted. This policy does not apply to plastic service lines.

1.3 Pipe Manufacturer Standards & Alternative Standards:

- The pipe selected shall have been manufactured in conformity with the current standards issued by the American Water Works Association
- Pipe meeting applicable ASTM and ANSI criteria and approved by the Authority may be selected as an alternative.

1.4 Previously Used Water Main Piping:

- Previously Used Water Main Pipe meeting AWWA, ASTM, ANSI, and/or the Authority's Standards may be used in lieu of new pipe. Approval for use is conditional on the pipe being thoroughly inspected, cleaned, and restored as close as possible to its original condition.

1.5 Pipe Joints /Packing & Jointing Material:

- Mechanical Joints or Slip-On Joints with rubber gaskets are preferred. Packing and jointing materials used in the joints of pipe shall meet the standards of the American Water Works Association (AWWA) and/or the Authority.

1.6 Water Main & Valve Markers:

- Water Main and Valve Markers shall be installed as directed by the Authority.

1.7 Gate Valve Standards & Locations:

- Gate Valves shall meet the current AWWA Standard: C500 and be rated at 250 PSI. Valves shall be located at all intersections of water mains but no greater than 4,000 feet apart.

1.8 Air Relief in Water Mains:

- At high points in water mains, where air can accumulate, provisions shall be made to remove the air by means of hydrants or Air Relief Valves. Automatic air relief valves shall not be used in situations where flooding of the manhole access or chamber may occur.

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

1.9 Fire Hydrants / Post Hydrants:

- **Fire Hydrants and Post Hydrants shall meet the current AWWA Standard: C502.**
- **The water system distribution system is not designed nor is it capable of providing fire protection. However, Fire Hydrants shall be located at certain points within the system for operational and maintenance purposes.**
- **A minimum pipe diameter of 6-inches is required for connection to a Fire or Post Hydrant.**
- **Fire Hydrants shall not be connected to water mains incapable of a flow rate of 500 GPM at 20 PSI residual pressure.**
- **Post Hydrants shall be connected to water mains for the purpose of flushing dead end lines as well as other points along the line. These flushing hydrants can be utilized to drain lines or bleed-off air as needed for operational and maintenance purposes.**

1.10 Dead End Mains:

- **Dead End Mains shall be minimized.**
- **Where Dead End Mains occur they should be provided with a post hydrant for flushing purposes. No flushing device shall be directly connected to any sewer or be subject to flooding or plugging.**

1.11 Instantaneous Peak Demand:

- **Water mains and the distribution systems should be sized for an instantaneous peak demand. An Instantaneous Flow Curve as specified by the Alabama Department of Environmental Management (ADEM) shall be included for use in determining flow demand.**

2.0 INSTALLATION OF MAINS:

2.1 Emergency Contacts:

- **Prior to the commencement of construction, the Developer or Group shall submit to the Authority's General Manager a listing of the names, addresses, and daytime / nighttime phone numbers of all construction personnel contracted or subcontracted for the proposed project (i.e., construction foreman, inspector, subcontractors, etc.) for Emergency Contact purposes.**

2.2 Water Distribution Construction Standards :

- **All Water Distribution System Construction shall meet or exceed the Standards of the Alabama Department of Environmental (ADEM).**

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

2.3 Pipe Bedding:

- Adequate support shall be provided for all pipe. Continuous and uniform Pipe Bedding shall be provided in the trench for all buried pipe.

2.4 Rock Excavation:

- Rock or Stones Excavated during trenching operations shall be removed for a depth of at least six inches to the sides and to the bottom of the pipe.

2.5 Distribution Main Cover Depth:

- All Distribution Mains shall be provided with sufficient earth or other suitable cover to prevent freezing. Main Cover Depth shall not be less than 36 inches measured from the top of the pipe.

2.6 Hydrostatic Testing of Mains:

- Pressure and leakage tests shall be performed in accordance with current AWWA Standard: C600 and/or the manufacturer's installation procedures, and/or the Authority's procedures.
- The test pressure of the installed pipe shall be a minimum of 200 PSI or 1.5 times the working pressure, whichever is greater. Test duration shall be twenty-four (24) hours.
- No installation shall be accepted if the leakage is greater than that determined by the following formula:

$$L = \frac{ND \sqrt{P}}{7400}$$

L = Allowable Leakage in Gallons per Hour (GPH)

N = Number of Joints in the Length of Pipeline Tested

D = Nominal Diameter of the Pipe in Inches

P = Average Test Pressure during the Leakage Test (PSIG)

- Leakage is defined as: the quantity of water that must be supplied into the newly laid pipe or any valved section thereof, to maintain pressure within 5 PSI.
- All pressure tests shall be documented by a chart for the entire duration of the test and submitted to the Authority.

2.7 Clearing Sediment & De-Watering Mains:

- Sediment accumulations in mains may be removed through a standard fire or post hydrant using compressed air. Pumping may be used for dewatering mains through hydrants.

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

2.8 Chambers / Pits:

- **Chambers or Pits containing valves, blow-offs, meters or other such appurtenances to a distribution system, shall not be connected directly to any storm drain or sanitary sewer. Blow-offs or air-relief valves shall not be connected directly to any sewer. Chambers or pits shall be drained to the surface of the ground where they are not subject to flooding by surface water or underground absorption pits.**

2.9 Disinfection of New Water Mains:

- **The specifications shall include detailed procedures for the adequate flushing, disinfection, and Total Coliform Bacteriological Testing of all New Water Mains. Disinfection as described in the current AWWA Standard C601 will be accepted. Test results must be submitted to the Authority.**
- **Sediment accumulations in mains may be removed through a standard fire or post hydrant using compressed air. Pumping may be used for dewatering mains through hydrants.**

2.10 Disinfection of Existing Mains:

- **Disinfection of Existing Mains shall be performed when the mains are totally or partially dewatered.**
- **Disinfection shall adhere to current AWWA Standard: C601 including trench treatment, swabbing with hypochlorite solution, flushing and/or slug chlorination.**
- **Bacteriological testing shall be done after repairs are complete. The water main may be returned to service prior to the completion of testing to minimize the time that customers are without water service. Test results must be submitted to the Authority.**
- **Leaks or breaks repaired with clamping devices, while mains are full of water and under pressure, require no disinfection.**
- **When pipe is installed, detection tape, detection wire or other acceptable means of detection shall be installed. Installation shall be 12-18 inches below the ground surface.**

2.11 Development Water usage During Construction:

- **Developments shall be charged for all Water Usage during testing of water mains.**

2.12 Plumbing, Building Codes, & Health Department Regulations:

- **Water Services and Plumbing shall conform to relevant local and/or State plumbing and building codes and to County Health Department Regulations.**

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

2.13 Service Line, Meter / Meter Box Installation:

- All service connections, lines, and meter boxes shall be installed for the development. Sample Meters, couplings, double check valves, and, if required, pressure regulators shall be delivered to the Redland Facility located at 6545 Redland Road, Wetumpka, AL 36092.
- Check Valves shall be model 710-U2.
- Meters shall be Neptune T-10, 5/8" x 3/4" or approved equal.

3.0 SEPARATION OF WATER MAINS AND SEWERS:

3.1 Pertinent Factors in Providing Adequate Separation of Services:

- Materials and joint types for water mains and sewer lines.
- Soil conditions.
- Service and branch connections into the water main and sewer line.
- Compensating variations in the horizontal and vertical separation of the water main or sewer line.
- Adequate space for the repair or alteration of the water main and sewer line.
- The off-setting of the water main around manholes or culverts.
- Water mains, sanitary, or storm sewers shall not be installed in the same trench.

3.2 Parallel Installation of Services:

- Under normal conditions, water mains shall be installed a minimum of 10 feet horizontally from any sanitary sewer, storm sewer, sewer manhole, or culvert. The distance shall be measured from edge-to-edge.
- Under unusual conditions, when routing circumstances prevent a minimum horizontal separation of 10 feet, a water main may be installed closer to a storm or sanitary sewer line. In this case, the bottom of the water main must be located a minimum of 18 inches vertically above the top of the sewer line.
- Where a minimum of an 18" vertical separation cannot be maintained, the sewer line shall be constructed of materials and joints that are equivalent to water main standards of construction. The sewer line shall be pressure tested to assure water tightness prior to backfilling. In addition a casing pipe extending at least two pipe lengths on either side of the crossing point shall be incorporated for either the water line or sewer line.

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

3.3 Service Crossings:

- **Under normal conditions, water mains crossing over house sewer connections, storm sewers, or sanitary sewers shall be installed to provide a minimum vertical separation of 18 inches between the bottom of the water main and the top of the service line crossed.**
- **Under unusual conditions, when routing circumstances prevent a minimum vertical separation of 18 inches, the following construction shall be used:**
 1. **The service line crossed shall be constructed of materials and joints that are equivalent to water main standards of construction. The service line shall be pressure tested to assure water tightness prior to backfilling. In addition a casing pipe extending at least two pipe lengths on either side of the crossing point shall be incorporated for the water line.**
- **Water mains crossing under house sewer connections, storm sewers, or sanitary sewers shall be protected by:**
 1. **A minimum vertical separation of 18 inches between the bottom of the crossing service line and the top of the water main.**
 2. **Adequate structural support for the crossing service line to prevent excessive deflection of joints, settling on, and the breaking of the water main.**
 3. **Locating the center of the water main pipe section at the point of the crossing of the service line to allow the water main pipe section joints to be equidistant from the point of crossing.**

3.4 Sewer Manholes:

- **No water line shall pass through or come into contact with any part of a sewer or sewer manhole.**

4.0 SURFACE WATER CROSSINGS:

Surface water crossings, either above or below water, present special problems. These type crossings shall be discussed with Authority before final plans and specifications are prepared.

4.1 Crossings Above Water – Water Main Pipe Shall Be:

- **Adequately supported to prevent deflection of joints and the breaking of the water main. An acceptable method would be the use of H-piles with concrete silo tubes supporting each joint. The method and frequency of support shall be reviewed and approved by the Authority's Engineer prior to any installation.**
- **Protected from damage and freezing.**
- **Accessible for repair or replacement.**

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

4.2 Crossings Below Water - Greater Than 15' Wide:

- **The pipe shall be of special construction, having flexible, watertight joints.**
- **Valves shall be provided at both ends of the below water crossing to allow the crossing section to be isolated for test or repair. The valves shall be easily accessible and not subject to flooding.**
- **Sampling taps shall be required at each end of the crossing. Permanent taps shall be required for testing and locating leaks.**
- **Water mains may be required to be encased within a steel casing pipe, encased in concrete, or may require special anchoring to prevent deflection should the main become empty.**

5.0 CROSS CONNECTIONS:

5.1 There shall be no physical Cross Connection between the distribution system and any pipes, pumps, hydrants, or tanks whereby unsafe water and other contaminating materials may be discharged or drawn into the system. No steam condensate, cooling water from engine jackets, or flow from other heat exchange devices shall be returned to the potable water system.

5.2 The approval of the Authority shall be obtained for interconnections between potable water supplies.

6.0 HIGHWAY CROSSINGS:

6.1 All mains crossing State and County Highways shall be jack and bored with a steel casing installed.

6.2 The inside diameter (ID) of the steel casing shall be a minimum of 6 inches larger than outside diameter of the pipe joint. The steel casing shall have a minimum wall thickness of 0.25 inches.

6.3 Roads, driveways, etc. which water mains must cross do not require jack and bore. These crossings shall be backfilled entirely with crushed stone or an approved equal.

7.0 WARRANTY / GUARANTEE & FINAL PAYMENT GUARANTEE:

7.1 Warranty / Guarantee of Materials, Equipment, & Work Performed:

- **The developer shall guarantee all materials, equipment furnished, and work performed for a period of one (1) year from the date of Substantial Completion (Appendix A).**
- **The Developer shall provide the Authority with documentation of the cost of materials for the development prior to the submittal of the developer's warranty and guarantee.**

SECTION C: MINIMUM REQUIREMENTS FOR WATER SYSTEM CONSTRUCTION

7.2 Final Payment Guarantee:

- **The developer shall guarantee final payment for all materials, equipment furnished, and work done to any and all suppliers, subcontractors, and/or laborers as governed by the law. An original copy of the "Developer's Guarantee of Final Payment, shall be submitted and remain in full force indefinitely (Appendix A).**
- **Under absolutely no circumstance shall the Authority be held financially responsible for any and all debts incurred as a direct result of the construction of this project.**

APPENDIX A

- **Developer's Warranty and Guarantee**
- **Developer's Guarantee of Final Payment**

DEVELOPER'S WARRANTY AND GUARANTEE

The DEVELOPER: _____

warrants and guarantees for a period of one (1) year from the date of SUBSTANTIAL COMPLETION of the system that the completed system is free from all defects due to faulty materials or workmanship and the DEVELOPER shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the system resulting from such defects. The AUTHORITY will give notice of observed defects with reasonable promptness. In the event that the DEVELOPER should fail to make such repairs, adjustments, or other WORK that may be made necessary by such defects, the AUTHORITY may do so and charge the DEVELOPER the cost thereby incurred. A Performance BOND shall be submitted and shall remain in full force and effect through the guarantee period. The Performance BOND shall be for the full value of the water utility construction project.

CERTIFIED TO ON THIS _____ DAY OF _____, 20__

DEVELOPER
SIGNATURE: _____ TITLE: _____

WITNESS
SIGNATURE: _____ TITLE: _____

DEVELOPER'S GUARANTEE OF FINAL PAYMENT

I, _____, the duly qualified and authorized agent of the Developer known as _____, for the subdivision hereinafter referred to as _____ do hereby guarantee and certify that we have performed all of the Work set forth in strict accordance with the Contract Documents, local, State and Federal laws, and ordinances applicable thereto, and do further guarantee and certify that all materials and equipment listed herein have been paid for in full as allowed on all prior estimates or payments and, if requested to do so, we will show evidence of payment for same in writing. We further certify that the written amount of _____ here under is considered compensation and final payment in full for all work performed under the Contract, including any amendments thereto and, do hereby release the Owner hereafter known as the Central Elmore Water & Sewer Authority, its employees, agents and representatives in accordance with Authority's current Rules and Regulations.

CERTIFIED TO FOR PAYMENT ON THIS _____ DAY
OF _____, 20__

DEVELOPER
SIGNATURE: _____ TITLE: _____

WITNESS
SIGNATURE: _____ TITLE: _____

SECTION D

Central Elmore Water & Sewer Authority Approved Materials List

I. Distribution System Materials

A. Pipe

- 1. PVC, Class 200 - SDR 21**
 - a. Capco**
 - b. Kantex**
 - c. Vulcan**
 - d. Approved equal by Authority's engineer**
- 2. PVC, C900 – DRH**
 - a. Approved equal by Authority's engineer**
- 3. DIP, Class 50 – minimum**
 - a. American**
 - b. McWayne**
 - c. Approved equal by Authority's engineer**

B. Gate Valves

- 1. M & H**
- 2. American Darling**
- 3. Approved equal by Authority's engineer**

C. Check Valves

- 1. American, #52**
- 2. Mueller**
- 3. Watts**
- 4. Ford**
- 5. Approved equal by Authority's engineer**

D. Air Release Valves

- 1. Crisper**
- 2. Golden-Anderson**

3. Approved equal by Authority's engineer

E. Pressure Regulating Valves

1. Watts, #250

2. Ames

3. Clayton-Claval

4. Approved equal by Authority's engineer

F. Fire Hydrants

1. American Darling, MK-73

2. M&H

3. Mueller

4. Approved equal by Authority's engineer

G. Post Hydrants, (Flashing)

1. M&H

2. Kupferele

3. Approved equal by Authority's engineer

H. Locating Wire

1. 14 gauge copper wire

2. Approved equal by Authority's engineer

I. Line Markers

1. Concrete

2. Metal posts with aluminum signs

3. Fiberglass markers

J. Tapping Saddles - Fabricated Steel Epoxy Coated (No Stainless Steel)

1. JCM 422

2. Romac
3. Ford
4. Approved equal by Authority's engineer

K. Repair Coupling Clamp

1. Ford, FI
2. JM Industries, Design 101
3. Harco
4. Flo
5. Approved equal by Authority's engineer

L. Bell Joint Repair Clamp

1. Ford
2. FBC
3. Approved equal by Authority's engineer

II. Service Materials

A. Service Saddles

1. Ford
2. Dresser
3. Approved equal by Authority's engineer

B. Corporation Cock

1. Ford, FIOQO
2. Hays
3. Approved equal by Authority's engineer

C. Service Pipe

1. K copper

2. **Approved equal by Authority's engineer**

D. Curb Stop

1. **Ford B43232W**
2. **Hayes, 5615CF**
3. **Approved equal by Authority's engineer**

E. Meter Box

1. **Dexol Plastics/INAPA**
2. **Meter-Plymouth Products**
3. **Brooks**
4. **Approved equal by Authority's engineer**

F. Meter

1. **Neptune, TIO (5/8 * 3/4)**
2. **Approved equal by Authority's engineer**

G. Pressure Regulator Valve

1. **Ames**
2. **Watts, #250**
3. **Approved equal by Authority's engineer**

H. Dual Check Valves

1. **Watts, #7**
2. **Ford, HH531-323**
3. **Approved equal by Authority's engineer**

I. Cut Off Valve, (near house) - customer property

- 1. Manufacturer - customer choice**
- 2. Ball valves preferred**



TEN STEPS TO DEVELOPING IN THE CEW&SA SERVICE AREA

1. Developer must submit to the Authority: (2 copies each)
 - A brief description of the proposed development
 - Number of acres proposed to be served
 - Estimated number of services
 - Average lot size
 - Highest finish floor elevation
 - Instantaneous water demand for the proposed project
 - General location map for the property
 - Any future phases included in the project
 - \$125 Preliminary review fee
2. General Manager's/ Authority's Engineer's Review
 - Positive Response – continue with project within 6 months of approval
 - Negative Response – terminate project or pay \$1000 engineering review fee to have the Authority review necessary infrastructure improvements to facilitate the development. Developer would then be responsible for entire amount of infrastructure upgrade.
3. Developer's engineer must submit two (2) stamped copies of the **construction** plans for review by the Authority.
4. Developer's engineer must schedule a pre-construction conference and material inspection with contractor and CEW&SA. (**\$500 fine plus cost of verification if not scheduled**) Must give a 10 day notification of intent to proceed. **If any interruption of water service is required, contractor must submit a two week notice.**
5. The Authority will perform routine construction inspections.
6. Meters and Check Valves must be delivered to the Authority's main office at 716 US Highway 231.
7. Permanent lot markers must be in place.
8. Developer must:
 - Pay impact fees (and tap fees if app.) on all submitted lots before the final plat is signed
 - Submit E911 address for the development
 - Submit stamped as-built drawings of the development (2 copies) – complete with **all** dimensions noted (Distances from lot corners to meters, Distances of mains from EOP or curb, etc.)
 - Sign Warranty Letter
 - Sign Final Payment Guarantee
9. The developer's contractor will provide the Authority with original copies of all Bacteriological and Pressure Test associated with the project. The contractor will also accompany the Authority on a final inspection and address any issues.
10. The final plat will not be signed until everything has been completed.

* See Developer Rules and Regulations for further details