

Root Creek Water District Infrastructure Facilities Policy

Adopted: September 20, 2017

Purpose and Scope

The purpose of this policy is to enact Root Creek Water District's (the "District") In-Tract Infrastructure Facility guidelines to ensure infrastructure dedicated to the District as a result of in-tract construction meets the District's accepted standards and to clearly define the role and obligation of the developers related to the construction and dedication of such facilities.

Policy Statement

This policy details how the District permits, reviews, inspects, and accepts in-tract infrastructure facilities constructed by developers. To ensure clarity of understanding of obligations of the developer and provide a consistent procedure for the construction and dedication of acceptable in-tract infrastructure, the Board establishes this policy to guide the District in carrying out its duties.

Applicability

Root Creek Water District (the "District") requires that for any work done within the District that is located within a public right-of-way, or within a public easement, or planned to be a public easement, a permit must first be obtained from the District and all associated fees paid. Furthermore, such work must be inspected by an inspector approved by the District. This permit requirement is in addition to any other permits required to be issued by other entities for on-site work. The applicant's signature on the permit signifies that the permittee agrees to and accepts all the terms listed in the District's Standard Plans and Specifications.

A developer constructing within the District's boundaries is responsible for the planning, designing, permitting, and construction of certain required infrastructure necessary to receive services from the District's facilities. Prior to planning and designing District facilities, the developer is required to schedule a meeting with the District.

Unless otherwise specified in writing, the District designs and constructs all primary infrastructure facilities and the developer shall design and construct all secondary infrastructure facilities in compliance with the District's Standards and Specifications, as periodically amended.

WATER INFRASTRUCTURE FACILITIES

Primary water facilities are those facilities required to produce and deliver water to a municipal water system from water sources, whether potable or recycled. Primary water facilities generally include, but are not limited to, storage facilities, pumping stations, treatment facilities, water production wells, aqueduct connections, and major supply and transmission pipelines equal to or greater than 12 inches in diameter.

Secondary water facilities are those facilities necessary to distribute the required potable or recycled water throughout a pressure zone. Secondary water facilities generally include, but are

not limited to, distribution mains and pipeline appurtenances. The District may require that certain secondary water facilities be oversized to meet anticipated future demands. In such cases, the District may, in its discretion, fund the oversizing of those certain water facilities.

SANITARY SEWER INFRASTRUCTURE FACILITIES

Primary sanitary sewer facilities are those facilities required to convey wastewater and effluent produced by developments within the District to a sewage treatment site. Primary sanitary sewer facilities generally include, but are not limited to, underground pipe mains larger than 10 inches, (most of which are in the major roadways), pumping stations, transmission pipelines, and sewage treatment sites.

Secondary sanitary sewer facilities are those facilities necessary to convey wastewater and effluent from a development to the District's primary sanitary sewer facilities. Secondary sanitary sewer facilities generally include, but are not limited to, distribution mains and pipeline appurtenances. The District may require, in its discretion, that certain secondary sanitary sewer facilities be oversized to meet anticipated future demands. In such cases, the District may, in its discretion, fund the oversizing of those certain sanitary sewer facilities.

STORM DRAINAGE INFRASTRUCTURE FACILITIES

The District may require developers to provide certain storm drainage infrastructure when designing, planning, and constructing a development. The design and construction of all such storm drainage infrastructure shall meet or exceed the District's Standards and Specifications, as periodically amended, for such storm drainage infrastructure.

The District has developed an Infrastructure Master Plan that was accepted in September 2006 that established the District's primary/backbone facilities and the Infrastructure Master Plan continues to be updated.

INFRASTRUCTURE DEDICATION REQUIREMENTS

1. Primary water, sanitary sewer and storm drainage facilities are also known as backbone facilities and are generally designed and constructed by the District. Design and construction of primary facilities are included in the District's impact fee program; however, the District may require the developer to fund those facilities necessary for the development if District funds are short. Primary facilities funded by a developer's advanced funds or constructed by the developer at prevailing wages are fee creditable as building permits are issued. If fee credits do not fully reimburse the developer's advancement, the District will reimburse the developer as building permits are issued within the District.
2. Developer shall design, construct, and dedicate secondary facilities (for ownership, operation, and maintenance) to the District. Such secondary water facilities, sanitary sewer, and storm drainage facilities shall be in accordance with the requirements of the District.

3. Before beginning the construction of any infrastructure facilities within the District, developer shall complete and submit to the District for approval an *Application to Construct and Dedicate Infrastructure Facilities*, a copy of which is attached to this Policy.
4. For all new subdivisions of land within the District, and as determined by the District's Engineer or designee, the developer shall extend secondary water system facilities so that meters will front the parcels for which they serve.
5. Developer shall provide all financial resources and arrangements necessary to plan, design, and construct all secondary infrastructure facilities and storm drainage infrastructure.
6. In addition to complying with the requirements of the District's Standards and Specifications, a developer is responsible for ensuring the planning, design, and construction of all on-site and off-site system facilities comply with all federal, state, and local laws, regulations, ordinances (including County ordinances), and District policies. Developer's responsibility includes, but is not limited to, compliance with the California Environmental Quality Act, if applicable. Dedication of easements to the District shall be senior to other utility easements (i.e., "first in time").
7. The District may, in its discretion, require a developer to obtain and grant utility easements and rights-of-way to the District. The system facilities must be in either dedicated road rights-of-way or in easements granted to the District. If easements are to be dedicated to the District on a map, the developer must submit the map to the District for review and approval and the District shall be signatory on said map.
8. Developer shall pay current applicable fees and deposits required by the District upon demand. District staff should be consulted for current and applicable fees. District engineering and inspection services shall require developer deposits. Such developer deposits must be made before any District engineering, inspection services, or construction activities occur. Staff labor, materials, and incidentals may be charged against the developer deposit. If the developer deposit becomes insufficient to cover applicable District charges, the developer may be required to make additional developer deposits upon demand. Remaining deposit balances will be refunded or applied toward other developer deposits required for the project.
9. The District shall review all developer construction drawings, and may revise, modify, or require redesign of any concepts, drawings, or details submitted. All concepts and construction drawings must be approved by the District's Engineer or designee.
10. Developer shall construct all improvements within a certain area. It is recognized that the storm drain system relies on the street and gutter system and at no time will the streets not be completed after the water and sewer infrastructure is installed. Specific construction sequencing will be required for improvements constructed from October through March.

11. The District shall inspect all constructed improvements to ensure compliance with approved specifications. After each inspection, the District shall, as needed, provide developer with a punch list identifying work that does not conform to the District's Standards and Specifications or the plan designs for the project. Developer's constructed improvements shall not be approved by the District until all non-conforming work identified on such punch lists has been corrected.
12. In the event a developer damages the District's facilities, the developer shall be notified in writing to make specified repairs within a defined period of time. If the developer fails to respond, the District shall make all required repairs and the resulting charges shall be paid by developer upon demand of the District. In the event of emergency damage(s), the District shall make required emergency repairs and the resulting charges shall be paid by developer upon demand of the District.
13. The developer shall provide to the District a corrosivity study, performed by a qualified/licensed corrosion engineer, for all metallic pipelines and appurtenant structures, which identifies specific recommendations for cathodic protection of the metallic pipeline and appurtenant structures. In addition, the developer shall provide the design of necessary cathodic protection system(s), performed by a qualified/licensed corrosion engineer. The District's Standards and Specifications represent the minimum levels of care and performance, and the levels of protection in the District's Standards and Specifications shall not be reduced.
14. The District may, in its discretion, allow deviations from the requirements of this Policy. All such deviations must be approved by the District and may require action by the District's Board of Directors at a Board meeting. All requests for variances to the requirements of this Policy must be in writing and must state the reason(s) for the request.
15. In no event will dedication of any facilities under this Policy be complete until the District's Board of Directors has approved the dedication and accepted the facilities.

Root Creek Water District
Application to Construct and Dedicate Infrastructure Facilities

Project Name or Map Number: _____	Project Location: _____
Developer: _____	Engineer Co.: _____
Developer Contact Name: _____	Engineer Contact Name: _____
Developer Telephone: _____	Engineer Telephone: _____
Developer Address: _____	Engineer Address: _____
City/State/Zip: _____	City/State/Zip: _____

Type of Development:

- Residential/Single Family – No. of Lots _____
 - Multi-family – No. of Units _____
 - Commercial – No. of Parcels/Units _____
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PROPOSED DEVELOPMENT AND INFRASTRUCTURE

Please describe in detail your proposed development and the infrastructure related to the development. Please attach additional pages if necessary. Please also attach plans and specifications for the proposed development and infrastructure facilities, as well as any testing documents for tests performed relating to the proposed development and infrastructure facilities.

Provide the following for all contractors and/or subcontractors who will work on the proposed development (add additional pages if necessary):

- Name of Contractor or Subcontractor: _____
- California State License Board No.: _____

The undersigned Developer (the "Developer") hereby expresses its desire to construct, for the above-described development, water, sanitary sewer and/or storm drainage facilities described in the attached plans and specifications (the "Facilities"), and upon completion, to dedicate them to the Root Creek Water District (the "District"). The Developer expressly agrees and acknowledges that the District's acceptance of this Application to Construct and Dedicate Infrastructure Facilities (this "Application") does not constitute approval by the District of the Developer's proposed Facilities or this Application. The Developer understands and acknowledges that submission of this Application is the first step in starting the infrastructure facility construction and dedication process as described in the District's Infrastructure Facilities Policy, and Developer agrees to abide by the terms and conditions of that Policy and all other District requirements.

Developer further acknowledges that, as a condition to the District accepting the Facilities, Developer's engineer must coordinate all phases of design and construction of the Facilities with the District and/or the District's Engineer. Developer shall not begin construction of the Facilities without receiving prior written approval of this Application from the District. If this Application is approved, Developer shall notify the District at least two (2) weeks prior to start of construction of the Facilities. The District shall be automatically vested with the right to enter upon the Developer's property for the purpose of inspecting construction of the Facilities throughout the progress of the project. Before beginning any construction on the above described development, the District requires that Developer provide the District with proof of liability insurance, in the amount and quality required by District policy, with the District added as an additional insured.

Upon completion, Developer shall furnish the District with record plans of the completed work and agrees to submit a "Dedication of Infrastructure" acceptance package to the District legally transferring the Facilities to the District, at no cost to the District. The Facilities may only be approved for final acceptance by the District if, in the District's sole discretion: (i) completion of the work complies with all federal, state, and local laws, regulations, ordinances (including County ordinances), and District policies; (ii) all work relating to the Facilities meets or exceeds the District's Standards and Specifications; (iii) all District conditions of extension of service are met; (iv) Developer has paid all charges and fees owing to the District at the time of dedication; and appropriate land rights have been dedicated to the District. The District reserves the right, in its sole discretion, to deny the acceptance of the Facilities for any reason whatsoever.

In acknowledgement of the above, Developer hereby submits its Application to the District.

Signed by: _____

Signature: _____

Date: _____

For District Use Only		Fees
Authorization	_____	
Date:	_____	Review _____
Permit No.	_____	Inspection _____
Inspection Report	_____	Rooftop _____
Testing or Certifications	_____	Service Connection Fees
		Meter _____
		Water _____
		Wastewater _____
		Storm/Sewer _____