

## **Root Creek Water District Infrastructure Facilities Policy**

Adopted: September 20, 2017

Revised: May 13, 2019

Revised: May 8, 2023

### **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 a "Permittee" 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 Permittees. To ensure clarity of understanding of obligations of the Permittee and provide a consistent procedure for the construction and dedication of acceptable in-tract infrastructure, the Board of Directors ("Board") of the District establishes this Infrastructure Facilities Policy to guide the District in carrying out its duties.

### **Applicability**

The District requires that for any work done within the District's boundaries 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 Permittee 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 Permittee 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 Permittee 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 a Permittee 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 Permittee to fund those facilities necessary for the development if District funds are short. Primary facilities funded by a Permittee's advanced funds or constructed by the Permittee at prevailing wages are fee creditable as building permits are issued. If fee credits do not fully reimburse the Permittee's advancement, the District will reimburse the Permittee as building permits are issued within the District.
2. The Permittee 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, the Permittee 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 Permittee shall extend secondary water system facilities so that meters will front the parcels for which they serve.
5. The Permittee 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 Permittee 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. The Permittee'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 Permittee 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 Permittee must submit the map to the District for review and approval and the District shall be signatory on said map.
8. The Permittee 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 Permittee deposits. Such Permittee deposits must be made before any District engineering, inspection services, or construction activities occur. Staff labor, materials, and incidentals may be charged against the Permittee's deposit. If the Permittee's deposit becomes insufficient to cover applicable District charges, the Permittee may be required to make additional deposits upon demand. Remaining deposit balances will be refunded or applied toward other Permittee deposits required for the project.
9. The District shall review all the Permittee's 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. The Permittee 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 a Permittee with a punch list identifying work that does not conform to the District's Standards and Specifications or the plan designs for the project. The Permittee'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 Permittee damages the District's facilities, the Permittee shall be notified in writing to make specified repairs within a defined period of time. If the Permittee fails to respond, the District shall make all required repairs and the resulting charges shall be reimbursed by Permittee or reimbursed to the District 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 the Permittee upon demand of the District. The Permittee shall be responsible for any fines levied against the District by any regulatory agency as a result of damage. The Permittee shall further be responsible for any costs associated with any maintenance or cleanup activities arising from such damage.
13. Permittee shall complete and submit to the District for approval a *New Construction Sanitary Sewer Plug Agreement* and forward any deposit associated with the agreement. A \$10,000 fine shall be levied against the Permittee in the event non-sewer materials, fluids, debris, or any other constituent enter the sewer system due to the unauthorized removal of sanitary sewer plugs by Permittee or subcontractors.
14. A \$10,000 fine shall be levied against the Permittee in the event Permittee or subcontractor is found to be discharging into District sanitary sewer system.
15. The Permittee 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 Permittee 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.
16. 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 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.
17. In no event will dedication of any facilities under this Policy be complete until the District's Board 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: _____
Permittee:	Engineer Co.: _____
Contact Name: _____	Engineer Contact Name: _____
Permittee Telephone: _____	Engineer Telephone: _____
Permittee Address: _____	Engineer Address: _____
City/State/Zip: _____	City/State/Zip: _____

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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.

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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 Permittee (the "Permittee") 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 Permittee expressly agrees and acknowledges that the District's acceptance of this Application to Construct and Dedicate Infrastructure Facilities, including the Pre-Construction, Construction, and Post-Construction Checklists (this "Application") does not constitute approval by the District of the Permittee's proposed Facilities or this Application. The Permittee 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 Permittee agrees to abide by the terms and conditions of that Policy and all other District requirements.

The Permittee further acknowledges that, as a condition to the District accepting the Facilities, the Permittee's engineer must coordinate all phases of design and construction of the Facilities with the District and/or the District's Engineer. The Permittee shall not begin construction of the Facilities without receiving prior written approval of this Application from the District. If this Application is approved, Permittee 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 Permittee'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 Permittee 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, Permittee 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) Permittee 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.

## PRE-CONSTRUCTION CHECK LIST

Prior to starting work, Permittee shall comply with all requirements listed below; work shall not begin until the District General Manager has accepted the Application.

1. All submittals shall be transmitted by email to:
  - a. Root Creek Water District, General Manager, Julia Stornetta at [Julia@rootcreekwd.com](mailto:Julia@rootcreekwd.com)
  - b. Provost & Pritchard Consulting Group, Root Creek Water District, District Engineer, Brian Ehlers at [behlers@ppeng.com](mailto:behlers@ppeng.com).
  - c. RT Diversified, Inc., Root Creek Water District, Inspections & Systems Operations General Manager, Shay Bakman at [Shay@Bakmanwater.com](mailto:Shay@Bakmanwater.com).
  - d. Attachment files greater than ten (10) megabytes in size shall be transmitted by email link to a shareable folder.
2. Permittee shall submit a fully completed and executed copy of Root Creek Water District Infrastructure Facilities Policy and Application to Construct and Dedicate Infrastructure Facilities in PDF electronic format.
3. Permittee shall submit copies of certificates of insurance naming Root Creek Water District, Provost & Pritchard Consulting Group, Bakman Water Company, and RT Diversified, Inc. as additional insureds in PDF electronic format.
4. Permittee shall submit a copy of the approved and signed Civil Plans in PDF electronic format.
5. If Permittee desires to start work at risk prior to approved and signed Civil Plans or construct improvements in a phased approach, a separate submittal is required for advance review and consideration. Written approval from the District General Manager is required to exercise this option.
  - a. Submittal shall include detailed plans and all sheets shall be stamped with, At-Risk Plans Set, Date, and Engineer of Record signature.
6. Permittee shall provide estimated start date approximately two (2) weeks prior to the start of construction.
7. Permittee shall pay all Root Creek Water District Fees.
8. All materials incorporated into completed facilities shall be in conformance with adopted Root Creek Water District Standard Specifications For Public Works Improvements. RCWD Standards are available for free download at [Rootcreekwd.com](http://Rootcreekwd.com) Meetings & Policies tab.
9. Material submittals are not required provided the materials meet all requirements specified at RCWD Standards. Questionable or alternate materials may be submitted to Root Creek Water District for review and consideration.
10. Permittee shall obtain a Notice to Proceed written email notice from the District that confirms the items listed above are complete, accepted, and work may proceed.

## CONSTRUCTION CHECK LIST

During construction, Permittee shall comply with all requirements listed below and submit the required items to the District General Manager.

1. All submittals shall be transmitted by email to:
  - a. Root Creek Water District, General Manager, Julia Stornetta at Julia@rootcreekwd.com
  - b. Provost & Pritchard Consulting Group, Root Creek Water District, District Engineer, Brian Ehlers at behlers@ppeng.com.
  - c. RT Diversified, Inc., Root Creek Water District, Inspections & Systems Operations General Manager, Shay Bakman at Shay@Bakmanwater.com.
  - d. Attachment files greater than ten (10) megabytes in size shall be transmitted by email link.
2. Prior to start of construction, Sewer Plugs shall be installed per the Root Creek Water District New Construction Sanitary Sewer Plug Rental Agreement requirements that are included near the end of this document.
3. Permittee is reminded that Root Creek Water District's Sewer Connection Sediment Intrusion Prevention Policy protects the system from infiltration, includes fines of up to \$10,000, includes temporary marker posts requirements, and house connection requirements that are included near the end of this document.
4. Submit copies of Geotechnical Engineer Stamped Compaction & Moisture Test Results on a Weekly Basis during construction per Root Creek Standards Page 67 Section 17.4.
5. Prior to connection to water mains, Permittee shall coordinate with Inspections and Operations staff so Reduced Pressure Backflow Preventor assemblies may be tested and certified.
6. Prior to connection of landscape water services, Permittee shall coordinate with Inspections and Operations staff so Reduced Pressure Backflow Preventor assemblies may be tested and certified.
7. Prior to close of escrow or occupancy, Permittee shall notify Root Creek Water District by email so water meter assemblies may be installed and applications for service be completed. In the event this step is skipped, Permittee shall be responsible for all Root Creek Water District estimated service costs plus a penalty of \$250 per month.



## **POST-CONSTRUCTION ACCEPTANCE CHECK LIST**

Prior to acceptance of the Facilities, the Permittee shall submit the following items and obtain written acceptance from the District Manager.

1. All submittals shall be transmitted by email to:
  - a. Root Creek Water District, General Manager, Julia Stornetta at Julia@rootcreekwd.com
  - b. Provost & Pritchard Consulting Group, Root Creek Water District, District Engineer, Brian Ehlers at behlers@ppeng.com.
  - c. RT Diversified, Inc., Root Creek Water District, Inspections & Systems Operations General Manager, Shay Bakman at Shay@Bakmanwater.com.
  - d. Attachment files greater than ten (10) megabytes in size shall be transmitted by email link.
2. Permittee shall submit Record Plan set in PDF and AutoCAD electronic formats.
3. Permittee shall submit shape files for inclusion in GIS system.
4. Permittee shall submit a Spreadsheet summarizing all RCWD Facilities Construction Costs in Excel and PDF electronic formats and copies of all supporting executed contracts in PDF electronic format.
5. Permittee shall submit a copy of Final Geotechnical Engineer Stamped Compaction & Moisture Test Results that summarizes and restates all compaction testing in one final report per Root Creek Standards Page 64 Section 16.4.
6. Permittee shall submit a copy of completed Punch List Items including Inspector acknowledgement email that all items are complete in PDF electronic format.
7. Permittee shall submit a copy of County of Madera's Acceptance in PDF electronic format.

In acknowledgment of the above, Permittee hereby submits its Application to the District.

Signed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For District Use Only		Fees
Authorization	Review	_____
Date:	Inspection total	\$ _____
Permit No.	Meter total	\$ _____
Inspection Report	Landscape Meters	\$ _____
Testing or Certifications	Sewer Plug	\$ _____
Fees per Service Connection		
Water	_____	
Wastewater	_____	
Storm Drain	_____	

**ROOT CREEK WATER DISTRICT**

**NEW CONSTRUCTION SANITARY SEWER PLUG  
RENTAL AGREEMENT**

This Sanitary Sewer Plug Rental Agreement (this "Rental Agreement") between the Root Creek Water District (the "District") and the Permittee shall be entered into prior to the commencement of any new construction that includes new sanitary sewer collection facilities to be connected to existing facilities. This Rental Agreement shall be effective for a maximum period of six (6) months. The sanitary sewer plug covered by this Rental Agreement shall be returned to the District by or before the end of the six-month period. This Rental Agreement may be renewed with approval from an authorized District representative. The purpose of this Rental Agreement is not only for use of the sanitary sewer plug, but also to ensure that existing sanitary sewer collection and treatment facilities are protected from damages that may occur due to infiltration from construction activities. By executing this Rental Agreement, Permittee agrees to the following:

RENTAL CHARGES AND DAMAGES

The plug deposit is **\$1,000**, and **\$500** is refundable upon return of the plug in an undamaged condition. Any damaged plugs shall remain the property of the District. For any plug lost, stolen or removed without District approval, the **\$1,000.00** deposit for each plug will be forfeited. Permittee is responsible for the actions of its subcontractors, shall be liable for any fines levied against the District and/or damages caused to existing facilities that are a result of the plug's unauthorized removal or displacement.

PLUG USE PROCEDURES

The plug shall be installed on the downstream outlet of the last sanitary sewer manhole that connects to existing District sanitary sewer facilities. The plug shall be secured to a minimum of two manhole steps, if applicable, by stainless steel cable with corrosion-resistant fasteners. The plugged manhole shall be maintained continually to allow access to the plug and inspection by authorized representatives. Initial plug installation, necessary short-term removal, and final removal for operation shall be performed in the presence of a District representative and documented appropriately using this form. District representatives shall inspect the plug periodically to verify that no material or debris are being allowed to enter the existing sewer system. The plug shall be maintained by the Permittee until all cleaning, testing, and debris removal is completed and the lines are approved for operation. Any accumulated material or debris shall be removed from the lines and each manhole prior to plug removal.

Plug ID No. \_\_\_\_\_ Issue Date \_\_\_\_\_ Due Date \_\_\_\_\_ Location \_\_\_\_\_

Plug ID No. \_\_\_\_\_ Issue Date \_\_\_\_\_ Due Date \_\_\_\_\_ Location \_\_\_\_\_

Plug ID No. \_\_\_\_\_ Issue Date \_\_\_\_\_ Due Date \_\_\_\_\_ Location \_\_\_\_\_

INSPECTION TYPE	INSPECTION DATE	INSPECTION COMMENTS	INITIALS

Permittee (Company Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Root Creek Water District Representative

Signature: \_\_\_\_\_

Address: P.O. Box 27950 Fresno, CA 93729

Name Printed: JULIA STORNETTA, General Manager

Phone #: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ROOT CREEK WATER DISTRICT  
SEWER CONNECTION  
SEDIMENT INTRUSION PREVENTION POLICY**

The Purpose of this Root Creek Water District (the "District") Sewer Connection Sediment Intrusion Prevention Policy (this "Policy") is to prevent and limit the introduction of unwanted debris into the sewer system that transmits wastewater flows to the Wastewater Treatment Plant. Ultimately, it is the intention of this Policy to limit as much as possible the flows that the Wastewater Treatment Plant processes, but also to protect the Wastewater Treatment Plant from pollutants and other substances that could damage the equipment or cause higher operational costs. This Policy helps to ensure that the existing sanitary sewer collection and treatment facilities are protected from damages that may occur due to infiltration from construction activities and/or connection to the sewer collection system. This Policy shall be signed by a developer or homeowner prior to the commencement of any new residential or commercial construction. Construction activities consisting of making connection to the sewer service system will be performed in such a manner as to prevent damage and infiltration to the system by following the procedures outlined in the Policy. By signing this Policy, Permittee agrees to the following:

**DAMAGES**

The penalty levied against Permittee for violation of this Policy is \$10,000.00 per occurrence. Permittee is responsible to and shall hold the District harmless for the actions of its subcontractors, agents and assignees, and shall be liable to the District for any additional fines levied against the District and damages caused to the existing facilities, as a result of connecting to the existing system or introducing debris to the existing system.

**CONSTRUCTION AND INSPECTION PROCEDURES**

Prior to excavation, Permittee and subcontractors shall observe markings to indicate the location of existing District sewer service facilities. Markings will include (1) a stamp on concrete curb; and (2) a 2x4 marker post inserted in the soil marking at the location of the capped point of connection. Digging by mechanical equipment shall be performed in such a manner as to prevent the damage of underground pipelines and shall be limited to no less than one foot away from the proximate location of the capped service line. Hand digging will be used to locate and uncover the end of the service pipe.

Excavation to locate and connect to existing District facilities shall be performed in the presence of a District representative and documented appropriately using this form. Any accumulated material or debris shall be removed from the lines. Internal wastewater service lines from the residential or commercial structure shall be flushed by the Permittee, until they run clear prior to connection. No flushing water shall be allowed to enter the wastewater system. District representatives shall observe the flushing process to ensure lines are clear.

Permittee: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Root Creek Water District Representative

Signature: \_\_\_\_\_

Address: P.O. Box 27950 Fresno, CA 93729

Name Printed: JULIA STORNETTA, General  
Manager

Phone #: \_\_\_\_\_

Date Signed: \_\_\_\_\_

