

## RWD NO. 4, DOUGLAS COUNTY, KANSAS

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### 9B WATER MAIN EXTENSION POLICIES

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#### 1. GENERAL

- a. When a water main extension is desired to any property within the service boundaries of the District, the person(s) (Applicant) desiring said extension shall petition the District.
- b. The Applicant shall pay the total cost for such extensions and improvements to the existing system to provide service to such property without any recourse for refund, in whole or in part, by the District.
- c. The total cost shall include the cost of the preliminary engineering study, easements, construction, materials, equipment, supervision, administration, inspection, engineering, insurance, bonding, permits, accounting, and all other overhead expense.
- d. Engineering shall be performed by the District's engineer.
- e. The Applicant shall deposit with the District the cost, which the District Manager will determine, for preparation of the preliminary engineering study. The District will complete the preliminary engineering study and report findings to the Applicant. If the project is approved by the District, and the Applicant wishes to proceed, the Applicant shall deposit an amount equal to twenty-five percent (25%) of the Probable Project Cost with the District as a fee to initiate engineering design.
- f. After the acceptance of the design by the District and the Applicant, the remaining seventy-five percent (75%) of the Probable Project Cost will be deposited with the District before the District will initiate construction or before bids will be accepted.
- g. The design drawings prepared by the District's Engineer will be submitted to the Kansas Department of Health and Environment (KDHE) for approval and issuance of a permit for the project.
- h. The District may elect to construct the facilities with its own forces or competitively bid the project for construction by an independent contractor.

#### 2. WATER MAIN EXTENSION PETITION

- a. An Applicant for water main extension shall apply to the District using appropriate forms provided by the District. Policies for preparation and submittal of Petition and for making deposits can be obtained at the District office at 1768 N. 700 Road, Baldwin City, KS 66006.
- b. The District will review the Petition for water main extension and will take appropriate action.

3. WATER MAIN EXTENSION AGREEMENT

- a. After acceptance of the District's preliminary report, the Applicant shall complete and enter into an Agreement for Water Main Extension with the District, making appropriate deposits as directed in the Water Main Extension Agreement or as directed by District policy.

4. CONSTRUCTION OF WATER MAIN EXTENSION

- a. The preparation of the drawings and contract documents, the bidding procedure, the award of construction contracts, and the construction shall be in accordance with the District's policy. Policies and Construction Standards for the above are available at the District office at 1768 N. 700 Road, Baldwin City, KS 66006.
- b. During construction, the District will provide inspection of the construction and obtain measurements for record and payment of the Contractor.

5. PAYMENT AND ADJUSTMENT OF DEPOSITS

- a. The District will make periodic and final payments of expenses for the water main extension from the deposits made by the Applicant.
- b. After the main extension has been fully completed and all costs have been determined (including construction, engineering and all other overheads), and if the actual cost thereof is less than the deposit, a refund of the difference shall be made to the Applicant. If the actual cost thereof is greater than the deposit, the Applicant shall make an additional payment to the District within 30 days of notice.

6. INTEREST ON DEPOSITS

- a. The District shall pay no interest on the Applicant's deposit.

7. TITLE TO EXTENSION

- a. Any extension to the District water mains shall become and remain property of the District.

8. RIGHT TO FURTHER EXTEND

- a. The District reserves the right to further extend the water mains from and beyond each water main extension made under District policies. The Applicant making a deposit for an extension shall not be entitled to refunds for any connection beyond the original water main extension.

9. SYSTEM IMPROVEMENTS

- a. Nothing herein contained shall be construed as to prohibit the District from installing at its own expense, transmission, fire and reinforcing mains.

- b. Fire hydrants can be installed on appropriate existing mains subject to the District's approval, policies and standards; and provided that the full construction cost be paid by the person or persons requesting the fire hydrant.

Approved: January 13, 2004

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