

**Requirements for installation of water line extensions  
Warren Community Water and Sewer Association  
Adopted: Aug 6, 2013**

**Information for proposal and consideration on line extensions:**

1. Persons interested in extending the water line for service in a proposed area for service must present a proposal including the following.
  - a) Area to be served.
  - b) Number of residents wishing to purchase a tap.
  - c) Any other information including potential future development, which may aid the trustees in evaluating the project.
2. The trustees will decide upon the feasibility and legality of the proposed project and inform the interested parties of their decision.
3. The cost for an extension is the responsibility of the person or group requesting the extension. See additional sheet for further information concerning reimbursement.
4. Persons making the proposal are responsible for obtaining easements and permits, all of which must be submitted to Warren Community Water and Sewer before the extension may be started. The current tap fees and membership fees for the new customers must be paid before construction begins.
5. All repairs are the responsibility of the installing contractor for a period of one year from the date the extension is placed in service. If the installing contractor is not available for repairs, Warren Water or a competent contractor shall perform repairs, and the cost of these repairs will be billed to the persons responsible.
6. Warren Water will after one year assume the ownership and maintenance on the extension.

**Specifications:**

1. All pipes must be PVC and must be rated at a minimum of 200 PSI.
2. Valves and valve boxes placed at both ends with air removal valves wherever necessary.
3. All fittings, bends and valves must be mechanically joined or clamped and must be supported by adequate blocking.

4. All Pipe and fittings must be buried to a minimum depth of 30”.
5. Sand is to be used both below and above to support pipe and fittings, in areas where rock is encountered, extreme care shall be used to ensure no large rocks are used during backfilling.
6. Mining pipe shall be used in areas where pipe is subjected to extreme stress and environmental issues such as follows.
  - a) Creeks
  - b) Road crossings
  - c) Slip areas
  - d) Areas containing rock
  - e) Areas determined by Warren Water
7. Creek and road crossings shall also be installed with a casing for future replacement and to prevent damage.
8. No other utilities electric, gas etc. may be installed in the ditch or within 5’ of the water line installation.
9. Blue locating wire solid copper #12 AWG must be laid with pipe and extended up into the valve box for future locating of buried lines.
10. Water line warning tape must be buried 10” to 12” below ground surface during back filling.
11. Reclaiming to be performed by installing contractor.

**Inspection and installation:**

1. Warren Water shall be contacted to perform a pre-installation inspection with the installer for approval of the installation location and materials being used.
2. All work must be performed to the satisfaction of Warren Water, lines must be inspected before any backfilling.
3. Any line buried before inspection and approval is granted, must be dug up for inspection. There will be no exceptions.
4. When inspections are necessary for daily work and completion of project, please advise the water office 48 hours in advance so arrangements can be made. Additional cost incurred by Warren Water for inspection after hours, weekends or holidays will be billed to the person or group requesting the extension.
5. Final connection to supply line will be made by Warren Water.

\* Any exceptions or alterations to the requirements listed above must be presented to the board for evaluation to determine if they will be allowed before installation, at a regular meeting.

**Reimbursement and terms for installation of water line extensions**  
**Warren Community Water and Sewer Association**  
**Adopted: May 15, 2012**

**Reimbursement terms and restrictions:**

1. Assistance is sometimes provided, and if the project qualifies, the amount if allowed shall be determined by the trustees. Any expenses incurred by Warren Water for the project, such as inspection and supervision cost, etc., will be deducted directly from any assistance funds for the project. If no assistance is allowed, these additional costs will be the responsibility of persons whom were granted the extension. This includes overtime rates for work performed on weekends and holidays by Warren Water employees.
2. All receipts must be submitted to Warren Water to justify all expenses incurred on the project. Under no circumstances will Warren Water reimburse more than the actual cost of construction.
3. Should the project warrant an increase in size of pipe or any special alterations, due to engineering considerations, potential future development, or any other reason above or beyond the projects engineered requirements, the trustees may at their discretion, subsidize the price difference for this increase.
4. Residents (at the time the extension is constructed) in the area, who did not initially sign-up for service and did not contribute to the initial cost, and later decide to obtain service will for a period of <sup>five</sup> years after the extension's initial first date of service, be charged a proportional share of the original costs for installation which is to be redistributed to the persons who originally paid to install the line.

WARREN COMMUNITY WATER & SEWER ASSOCIATION, INC.

Warren Community Water and Sewer Association adopted a policy not to allow taps on line extensions for a period of five years for those persons owning property, but not assisting with the expenses involved in installing the extension, unless they pay a pro-rated share of the expenses incurred to those who actually financed the line extension.

Adopted June 7, 1995

Trustees of Warren Community Water

REVISION NUMBER 1

For this policy to be enforced, all bills and receipts relating to the installation of the extension must be submitted to the Warren Community Water and Sewer Association, Inc. within three (3) months of the completion of the extension so that the cost of the extension is documented and can be used to calculate future reimbursements.

Extensions for which the proper documentation is not submitted within the allotted time of three (3) months, shall not be eligible for reimbursement.

Revised January 5, 1999

REVISION NUMBER 2

The Trustees approved an increase in the number of years for which the reimbursement policy is to be in effect. The policy is now in effect for 10 years from the date of the completion of the extension for those persons owning property in the area served by the extension.

Revised October 7, 2014