

JORDAN VALLEY WATER CONSERVANCY DISTRICT

**RULES AND REGULATIONS  
FOR WHOLESALE WATER SERVICE**

Revised, Effective as of October 24, 2001

JORDAN VALLEY WATER CONSERVANCY DISTRICT

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## CHAPTER 1

### POLICY GUIDELINES FOR ADMINISTRATION OF WHOLESALE WATER DELIVERY CONTRACTS

#### 1.1 PURPOSE

The purpose of this chapter is to clarify the relationship of various categories of wholesale water delivery contracts for cases in which water supply limitations may exist. The policy clarifies the relationship and priorities among retail and wholesale water deliveries. It also clarifies relationships between contracts for water delivery to lands within District boundaries and contracts for deliveries to lands outside District boundaries.

#### 1.2 CONTRACT CATEGORIES

The District is party to water delivery contracts with various agencies, municipalities, districts, departments of state government, and private companies. These are categorized in categories A through G. These categories are further described in Appendix A.

Contracts which include a minimum annual purchase amount are described as “take-or-pay” contracts. Most District water delivery contracts have perpetual terms. However, some fixed-term contracts are currently in place. These are described in the contract categories set forth in Appendix A.

#### 1.3 PRIORITIES AMONG CONTRACTS

The water delivery contracts between the District and recipients define contract amounts, or minimum annual volumes to be delivered by the District. Most contracts also include contract capacities, or peak day flow rates at which the District contracts to deliver the contract volumes.

Shortages in water supply could exist from time to time. These shortages may involve a limitation of water supply volume to meet all demands. They may also involve limitations in peak source capacity or peak infrastructure conveyance, pumping or storage capacity. Furthermore, capacity limitations could occur throughout the District transmission system, or within localized sections of that transmission system.

The various contract categories are assigned priorities, in descending order, in Appendix A. For example, a number 1 priority is ahead of a number 2 priority. Various subcategories within a single contract category (for example, A1 and A2) share a priority level.

Water supply and water capacity will be allocated to higher priority contract parties before deliveries are made to lower priorities in times of shortage. Allocations may be made for water supply volume and/or for water delivery peak capacity. Contract subcategories will share proportionally to their contract volumes and capacities in the case of a limitation in water supply or peak capacity, except as otherwise set forth in Appendix A.

#### 1.4 APPROVAL OF NEW CONTRACTS

Appendix A lists the categories of existing and potential future water delivery contracts or arrangements by the District. The intent of this policy is that future contract requests will fall within one of these categories. Each new contract is subject to review and approval by the Board of Trustees. New contract requests may be approved by the Board of Trustees if the Board determines they are in the District’s best interest.

## 1.5 APPLICATIONS TO REDUCE "TAKE-OR-PAY" CONTRACT AMOUNTS

Take-or-pay contracts for water delivery by the District cannot be reduced unilaterally by either party during the term of the contract. The Board of Trustees may consider an application to reduce a take-or-pay contract amount. The Board of Trustees will not approve such a reduction unless another agency applies for a new contract, or a contract increase, in an equal or greater quantity. In this case, the Board of Trustees may approve the reduction and the increase simultaneously if they find that the reduction is in the best interest of the District. Limitations and conditions to such a reduction include the following:

- 1.5.1 A reduction in contract volume must include a corresponding, proportional reduction in contract capacity.
- 1.5.2 The reduction of contract volume is limited to the amount of the new or increased contract amount by another customer which may be approved by the Board of Trustees simultaneously with the reduction.
- 1.5.3 The reduction of contract capacity must be at least as great as the contract capacity increase of the new or increased contract approved simultaneously by the Board of Trustees, except for variations in maximum day factors between the two customer agencies.

## 1.6 GUIDELINES FOR NEW CONTRACTS

The District may enter into Category A perpetual wholesale water sales contracts only with the State of Utah, political subdivisions of the State, special districts, cities and/or towns. Category A wholesale water sales agreements shall not have annual minimum contract delivery amounts of less than 500 acre-feet.

Category A sales contracts that were executed prior to September 27, 2000, will continue to be honored for contract agencies which are not the State of Utah, political subdivisions of the State, special districts, cities or towns, and for contracts with annual minimum contract delivery amounts of less than 500 acre-feet.

## 1.7 USE OF WHOLESALE WATER DELIVERED BY THE DISTRICT

Water delivered by the District to a wholesale contract customer shall be used only within the boundaries of the District for contract categories A1, A2, B1, C1, C2, C3, and D1.

## CHAPTER 2

### WATER RATES, CHARGES AND FEES

#### 2.1 PRICE STRUCTURE

The price structure for contract categories is set forth in Appendix A. For categories A, B, C, and D, the price structure involves one of the following:

- 2.1.1 A formula defined in the contract which follows the American Water Works Association (AWWA) "base-extra capacity" method, as updated annually in a wholesale water rate study by the District.
- 2.1.2 The annual retail water price as determined by an annual water rate study performed by the District.
- 2.1.3 As otherwise set forth in previous contracts or court orders.

Certain other categories, including E1 and G1, involve formulas which can be calculated at the time of need.

#### 2.2 WHOLESALE FLAT METER CHARGE

The flat meter charge, for each wholesale customer of the District, is currently set at \$10.00 for each 1,000 gallons-per-minute of meter capacity. This charge is consistent with the cost of customer and meter services provided by the District. The charge is reviewed yearly in the annual rate update study.

## CHAPTER 3

### INVOICES AND PAYMENT

#### 3.1 METER READING

Wholesale meter stations will be read twice a month. Real time monitoring may be installed from time to time by the District, for peak period monitoring. Meter reading and real time monitoring data will be made available to customer agencies upon request.

#### 3.2 PAYMENT OF INVOICES

3.2.1 An invoice shall be due and payable within 30 days from the date the invoice is received by the customer agency.

3.2.2 An invoice that is not paid by its due date will be considered delinquent, and shall incur and interest charge of one percent per month (12% APR) on the delinquent balance.

## CHAPTER 4

### WHOLESALE METER POLICY

#### 4.1 OBJECTIVES

The objectives of this chapter are as follows:

- A. To encourage and assist existing wholesale customers to purchase additional water from the District;
- B. To obtain new wholesale water customers for the District;
- C. To share certain capital and financial requirements for wholesale customers to receive additional wholesale water deliveries from the District;
- D. To provide a uniform method for District participation in meter station costs that avoids unfair or uneven subsidies among District wholesale customers;
- E. To avoid a cost-participation policy which encourages wholesale customers to proliferate meter stations along the District transmission system in preference to constructing customer internal distribution system improvements;
- F. To resolve ownership, access, operation and maintenance issues;
- G. To set forth acceptable design criteria for wholesale meter stations; and
- H. To define customer responsibilities and District remedies for keeping wholesale meter station peak flow rates within meter capacities for accurate operation.

#### 4.2 NEW METER STATIONS

- A. New Customers. For a new wholesale water customer which joins the District and executes a water purchase contract, the District's engineer will provide the Board of Trustees, for their approval, an estimate of the District's shared costs. The District will pay 50 percent of the capital cost of one meter station, with a limit of \$1,000 per ten acre-feet of water purchase contract amount.
- B. Existing Customers. The District will finance up to 50 percent of the capital cost of each new wholesale meter station, with a limit of \$1,000 per ten acre-feet of increased water purchase contract amount corresponding to the new meter station capacity. Financing shall not exceed ten years. The cost shall be amortized and billed to the customer agency on a monthly basis. No interest will be charged the customer agency.
- C. Expand Capacity of Existing Meter Stations. The District will finance up to 50 percent of the capital cost of expanding the capacity of each wholesale meter station, with a limit of \$1,000 per ten acre-feet of increased water purchase contract amount which specifically corresponds to the meter station capacity increase. The agency will repay the District's financed capital by means of a surcharge on the District's monthly billing to the wholesale customer. The customer may make monthly payments of up to ten years. No interest shall accrue on the debt.

#### 4.3 MAINTAINING FLOW RATES WITHIN METER CAPACITIES

It shall be the responsibility of each customer agency to ensure that peak flow rates at its wholesale meter stations do not exceed meter capacities, and that meter station capacities are increased if higher peak flows are needed. The District reserves the right to throttle or close isolation valves to meter stations if customers do not maintain their peak flows within meter station capacities. Such throttling or closing of isolation valves will occur only after notification to the customer by the District.

#### 4.4 CONDITIONS

The following conditions apply to the initial construction or subsequent capacity expansion of any wholesale meter station:

- A. The wholesale meter station location and delivery rates are subject to the availability of District system capacity, as determined by a District engineering review;
- B. Meter stations may be expanded for additional capacity only if the expanded facilities meet District design requirements for accurate metering; and
- C. All meter station design, review, and coordination shall meet the design criteria and guidelines as explained on the attached "Wholesale Meter Station Requirements and Guidelines" summary, located in Appendix A of this policy. Capital costs of new or expanded wholesale meter stations include engineering costs, whether performed by District staff or by consulting engineers. District engineering staff will design meter stations if requested by customer agencies.

#### 4.5 ACCESS, OPERATION, MAINTENANCE AND OWNERSHIP

- A. Access. Both the District and the customer agency have right of access to each wholesale meter station.
- B. Operation and Maintenance. The District shall operate and maintain all piping and fittings upstream of the wholesale meter station and within the meter station downstream to, and including, the meter. An exception is that if a pressure or flow control valve or device exists upstream of the meter, it is operated and maintained by the customer agency. The customer agency shall operate and maintain all piping and fittings downstream of the meter, and the flow or pressure control valve or device wherever it exists. Downstream valve will be operated by the District as required to maintain piping, meters and fittings owned by the District.
- C. Ownership. The District and the customer agency shall each own the same piping and fittings which they operate and maintain. In addition, the vault and structural appurtenances shall be owned jointly by the District and the customer agency.

#### 4.6 COST SHARING

Prior to the District sharing any meter costs described in this policy, the District shall enter into a contract with the customer agency containing terms compatible with this policy. Each contract will require Board approval for authorization.

## CHAPTER 5

### MISCELLANEOUS POLICIES

#### 5.1 JORDAN AQUEDUCT LICENSE AGREEMENT FEES

The District shall charge and collect a \$150.00 fee from a Jordan Aqueduct license agreement applicant prior to reviewing and processing any proposed Jordan Aqueduct license agreement.

#### 5.2 LEASES OF DISTRICT REAL PROPERTY TO CUSTOMER AGENCIES

The District's Board of Trustees may approve leases of District property, or granting rights-of-way and/or easements across real property owned by the District, to wholesale customer agencies for purposes of pumping or otherwise taking delivery of District water under a wholesale water purchase agreement. The following guidelines apply:

- 5.2.1 The lease, easement or right-of-way will not impair the District's existing use, or any foreseeable future use, of the subject property.
- 5.2.2 The lease, easement or right-of-way shall be for a fixed term not to exceed 20 years. The lease may be renewed after its expiration as agreed to by the District and Lessee.
- 5.2.3 If the District at some future time determines that the subject lease property is needed for District purposes, the Lessee will vacate the subject property and remove all facilities which would interfere with the District's intended use, or secure such other alternative real property as necessary for District uses completely at Lessee's cost.
- 5.2.4 The Lessee or Grantee will be responsible to construct and maintain buildings and landscaping improvements which are architecturally compatible with the District's existing and future improvements; or as otherwise directed by the District or by a municipal planning and zoning jurisdiction.
- 5.2.5 The Lessee or Grantee shall agree to a reciprocal arrangement in which a comparable lease, easement or right-of-way will be granted to the District on any of Lessee's real property if the District identifies an existing or future need for such a lease, easement or right-of-way.
- 5.2.6 If Lessee has a category A1 wholesale water purchase contract with the District, the District will not require compensation for the lease other than nominal consideration for the lease, easement or right-of-way.
- 5.2.7 For agencies with other than category A1 wholesale water purchase contracts, the District will require market value compensation for the lease, easement or right-of-way.
- 5.2.8 Any grant of a lease, easement or right-of-way is subject to approval by the District Board of Trustees, after a determination that such a grant is in the best interest of the District.
- 5.2.9 The Board may place other conditions, as deemed necessary or appropriate, on any lease, easement or right-of-way.

JORDAN VALLEY WATER CONSERVANCY DISTRICT

APPENDIX A

CATEGORIES AND PRIORITIES OF WATER DELIVERY CONTRACTS

CONTRACT CATEGORY	DESCRIPTION	PRIORITY <sup>(A)</sup>	PRIORITY INCLUDES		PRICE STRUCTURE
			WATER SUPPLY	CAPACITY <sup>(B) (C)</sup>	
A1	For lands within JWCD boundaries: Up to 100% of the minimum amount of water and capacity taken under a wholesale take-or-pay contract with a perpetual term.	1	Yes	Yes	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method.
A2	For lands within JWCD boundaries: All water delivered under retail service agreements to individual retail customers.	1	Yes	Yes	In accordance with annual retail water rate study.
A3	For lands within JWCD boundaries: Up to 100% of the minimum amount of water and capacity under a wholesale take-or-pay contract with a fixed term and price formula subject to an annual water rate study under the AWWA base-extra capacity method (Hexcel contract).	1	Yes	Yes	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method.
A4	For lands within JWCD boundaries: Up to 100% of the minimum amount of water under a wholesale take-or-pay contract with a fixed term and a fixed price named in the contract. (Staker Paving and Utah Department of Safety contracts.)	1	Yes	Yes	As set forth in the contract.

CONTRACT CATEGORY	DESCRIPTION	PRIORITY <sup>(A)</sup>	PRIORITY INCLUDES		PRICE STRUCTURE
			WATER SUPPLY	CAPACITY <sup>(B) (C)</sup>	
A5	Water delivered under a perpetual water delivery contract with an agency which originally transferred a water right and water supply asset to JVVCD. (Willow Creek Country Club contract. Peak capacity is limited to the yield of that water supply/water right asset, the 2350 East Creek Road well.)	1	Yes	Yes	As set forth in the Willow Creek Country Club contract and subsequent court order.
A6	The former Bell Canyon Irrigation Company and North Dry Creek Irrigation Company water delivery contracts with JVVCD, which were assigned to Sandy City.	1	Yes	Yes	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method; plus a fee in lieu of tax, if water is delivered to lands outside JVVCD boundaries.
A7	A contract dated April 23, 1990 with Sandy City to deliver water through December 31, 2001.	1	Yes	Yes	As defined in the SLCWCD/Sandy City contract dated April 23, 1990.
B1	For lands within JVVCD boundaries: From 100% to 120% of the minimum amount named in Category A1 contracts.	2	Yes	Yes	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method.

CONTRACT CATEGORY	DESCRIPTION	PRIORITY <sup>(A)</sup>	PRIORITY INCLUDES		PRICE STRUCTURE
			WATER SUPPLY	CAPACITY <sup>(B) (C)</sup>	
C1	For lands within JVWCD boundaries: Above 120% of the minimum amount named in Category A1 contracts, with written permission granted from JVWCD. The portion above 120% and up to the written permission limit, when added to the minimum amount named in the Category A1 contract, will become the new take-or-pay minimum delivery amount for that particular year, and could be with or without capacity specifically committed.	3	Yes	Yes <sup>(d)</sup>	In accordance with annual wholesale water rate study, conducted according to the AWWA “base-extra capacity” method.
C2	For lands within JVWCD boundaries: Water delivered under a wholesale contract with a minimum purchase requirement. This type of contract will only be available for a fixed term, with a maximum annual water volume and a contract capacity specified.	3	Yes	Yes	In accordance with annual wholesale water rate study, conducted according to the AWWA “base-extra capacity” method.
C3	For lands within JVWCD boundaries: Water delivered under a wholesale contract without a minimum purchase requirement. This type of contract will only be available for a fixed term, with a maximum annual water volume stated, and no contract capacity committed.	3	Yes	No <sup>(e)</sup>	As set forth in the contract.
D1	For lands within JVWCD boundaries: Above 120% of the minimum amount named in Category A1 contracts, without written permission granted from JVWCD.	4	No	No <sup>(e)</sup>	In accordance with annual wholesale water rate study, conducted according to the AWWA “base-extra capacity” method.

CONTRACT CATEGORY	DESCRIPTION	PRIORITY <sup>(A)</sup>	PRIORITY INCLUDES		PRICE STRUCTURE
			WATER SUPPLY	CAPACITY <sup>(B) (C)</sup>	
D2	Water of a JWCD customer agency that originates outside that customer agency's service area, and is transported to that customer agency's service area which lies within JWCD boundaries, by means of the JWCD transmission system. This is subject to a prior written agreement by JWCD, after a finding by the JWCD Board of Trustees that such an agreement is in the best interest of JWCD.	4	No	No <sup>(e)</sup>	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method; less the JWCD water supply and treatment costs determined by the rate study during that year.
E1	Water delivered with no contract, but to lands within JWCD boundaries.	5	No	No <sup>(e)</sup>	(JWCD highest quarter average wholesale rate <sup>(f)</sup> + any pumping cost incurred) + 10%.
F1	Water delivered with a contract to lands outside JWCD boundaries. This type of contract will be available only for a short, fixed term.	6	Yes <sup>(h)</sup>	No	As set forth in the contract.
F2	Water belonging to an agency transported through the JWCD system to that agency which has lands outside the JWCD boundaries.	6	No	No	In accordance with annual wholesale water rate study, conducted according to the AWWA "base-extra capacity" method; less the JWCD water supply and treatment costs determined by the rate study during that year; plus a fee in lieu of tax; or as otherwise approved by the JWCD Board of Trustees.
G1	Water delivered without a contract to lands outside JWCD boundaries. This will be for emergency use only, if available.	7	No	No	(JWCD highest quarter average wholesale rate <sup>(f)</sup> + any pumping cost incurred + fee in lieu of tax) + 10%.

- (a) Priorities are in descending order. For example, priority #1 contracts will have their water supply and delivery capacity met (up to the contract amounts) before priority #2 contracts in times of supply or capacity shortages.
- (b) Capacity limited to that defined in contract, when defined.
- (c) Capacity shortages could result from system-wide or localized limits in peak source capacity or infrastructure.
- (d) As defined in written approval by JWCD.
- (e) Capacity is space-available, with no priority above other contracts for lands within JWCD, but has priority for capacity over contracts in categories F and G for lands outside JWCD boundaries.
- (f) The JWCD's water rate consultant each year will identify the average non-pumped wholesale water rate for the upper quarter of customer agency contracts. This will be done by listing the non-pumped portion of the proposed wholesale rate for each customer agency (listing only one water rate per agency, taken from those rates which were calculated by the AWWA base-extra capacity method and which calculations resulted from peak meter timings measured during the previous year).
- (g) Payment is due in full at the time specified in an applicable contract. If there is no contract, payment is due upon invoicing. Discounts or unusual financing arrangements for water delivered to a customer agency resulting from unforeseen accidents, incidents or emergencies, are not offered by the District.
- (h) Contract provisions will be included which protect water supply contracted for in higher priorities.

APPENDIX B

WHOLESALE METER STATION REQUIREMENTS AND GUIDELINES

1.0 GENERAL

- A. The policy of the District regarding wholesale water meter stations, as set by its Board of Trustees, is attached.
- B. The design of a proposed wholesale meter station shall be reviewed under the direction of the District's Chief Engineer (Richard Bay, phone 565-8903). The following guidelines and requirements will aid the Customer Agency and designer in preparing an adequate design. Additional details will be discussed in review meetings with the District.

2.0 INSTALL A BILLING FLOW METER AS FOLLOWS

- A. Acceptable meter types and manufacturers:

<u>METER TYPE</u>	<u>MANUFACTURER</u>
MAGNETIC FLOW METER	FISCHER/PORTER (Submersible Type) ROSEMOUNT (Submersible Type)
TURBINE METERS	SENSUS

- B. Meters shall be capable of producing a 4-20 ma output signal for flow rate and a scaled pulse output signal for total flow volume.
- C. The District will provide and install, at its expense, a Remote Telemetry Unit (RTU) for telemetering of signals to the District's offices. The location of the RTU and associated equipment will be selected by the District during design review meetings.
- D. Digital indicators for instantaneous flow rate and totalized flow shall be provided by the customer agency. The District will install the indicators inside the RTU enclosure. Totalizers shall not reset to zero upon a power failure and shall read in units of thousands of gallons. Instantaneous flow rate indicators shall read in units of gallons per minute (gpm).
- E. Install meters in full accordance with manufacturer's recommendations to maintain metering accuracy. Meters are required to be installed at the manufacturer's recommended distances away from any valve or fitting which obstructs the flow path or causes turbulence upstream or downstream of the meter.

3.0 UNDERGROUND METER VAULT CONSTRUCTION DETAILS

- A. Construct the meter station in a location that allows easy access for operation and maintenance, preferable outside of traffic lanes.
- B. Underground meter vaults are required to have concrete floors, with walls and ceilings capable of withstanding traffic loading. The inside vertical dimension of the meter station must be at least six feet high. Concrete is required to have a minimum 28-day compressive strength of 4,000 psi.
- C. Provide a concrete sump box with a galvanized steel grate cover in the floor of the meter station. Construct the sump box large enough to accept a standard size submersible sump

pump. In the case of high groundwater conditions, the sump box shall be enclosed and watertight.

- D. Install an electrical sump pump or other appropriate means to keep the meter station dry.
- E. Install an electrical ventilation fan, with separate intake and exhaust ducts, or other appropriate means to prevent condensation build-up and corrosion of electrical equipment in the meter station.
- F. Install steel lifting eye bolts at strategic locations in the ceiling to allow lifting and moving of the meter station fittings in the future with cable hoists.
- G. Provide a 24-inch cast iron manhole ring and lid at a corner or edge of the vault for daily access. Provide a 38-inch/24-inch double ring and lid assembly (D&L Model 1422 or equal) in the vault ceiling, placed strategically over the heaviest and largest fittings, for future fittings removal. Both lids shall have a pick hole, and the double lid shall have one additional vent hole.
- H. Install a galvanized steel ladder bolted to the wall under the single 24-inch access manhole lid. Steps shall extend from twelve inches above the floor to within twelve inches of the access manhole lid.

#### 4.0 MECHANICAL PIPING AND FITTINGS DETAILS

- A. Provide flexibility in the piping outside of the meter station to mitigate any pipe damage due to meter station settlement. Review proposed location of flexible couplings with the District in design review meetings.
- B. Electrical insulation between the District's pipeline and the customer's pipeline is required (due to District's cathodic protection of pipeline). This may be accomplished by installing an insulating flange gasket set at the first flange inside the meter station. District personnel will test the integrity of the insulation gasket set.
- C. Provide electrical continuity between the District's pipeline and the insulating flange gasket in accordance with the District's standard pipe bonding details.
- D. Provide corrosion resistant bolts for all buried flanges or mechanical joint fittings between the District's pipeline and the meter station.
- E. Install isolation valves on both sides of the flow meter. Isolation valves should be placed inside the meter station.
- F. Install a flexible sleeve or grooved-end mechanical coupling adjacent to the flow meter to allow for piping flexibility and meter removal. Grooved-end couplings used with cast iron and ductile iron grooved-end fittings are not acceptable; however, steel grooved or collared fittings are acceptable.
- G. Install a check valve on the downstream side of the flow meter. If a pressure reducing valve is necessary, a check feature may be installed on the pressure reducing valve rather than installing a separate check valve.
- H. Install by-pass piping with an auxiliary flow meter and corresponding isolation valves. This will allow for uninterrupted water service during repairs or removal of the main meter.

By-pass piping two inches in diameter and smaller shall be constructed of screwed brass fittings.

- I. Install a 3/4-inch hose bibb with backflow preventer and sample tap upstream of the flow meter. Provide a means of isolating the hose bibb and sample tap by installing a 3/4-inch brass ball valve. Use a brass pipe nipple between meter station piping and ball valve(s).
- J. Install pressure gauges upstream and downstream of the pressure reducing valve if used. If no pressure reducing valve is used, provide a single pressure gauge at the location of the hose bibb. Plumbing below the pressure gauge shall include brass nipples and a brass ball valve for isolation.
- K. Install an appropriately sized test tap downstream of the meter for calibration and flow tests. Provide a brass ball valve on the end of test tap piping.
- L. All fittings and valves must comply with AWWA standards.

#### 5.0 ELECTRICAL AND TELEMETRY DETAILS

- A. Power service shall be provided to each new meter station. The Customer Agency shall provide for and pay all associated costs of extending power service to the meter station. The District will execute a Power Service Agreement with UP&L and pay monthly power bills.
- B. New meter stations shall be provided with electric sump pumps, ventilation fans and lights. Details regarding size of circuit breakers, conduit and wire shall be reviewed with the District in design review meetings.
- C. Two 3/4-inch conduits (one from the power panel and one from the flow meter) shall be extended by the customer agency to the District's RTU. The District will provide and install, at its expense, power and telemetry cables to the RTU.
- D. The District will provide and install, at its expense, an RTU, antenna and antenna mast. The customer, at its option and expense, may install its own RTU.

#### 6.0 DISTRICT REVIEW AND COORDINATION

- A. Review the preliminary and final design drawings of the meter station with the District in a minimum of two design review meetings prior to bidding the project.
- B. Submit shop drawings and catalog cuts of proposed meter and other meter station equipment for the Districts review prior to meter station construction.
- C. Review with the District the proposed details for connection to the District's pipeline. All connections to the District's pipeline must be approved prior to construction.
- D. Submit two sets of final drawings to the District prior to construction.
- E. Notify the District Distribution Maintenance Division Manager (Jeff Hilbert, phone 565-8908) prior to the commencement of construction to allow for District inspection and monitoring. Coordinate District pipeline connections and shutdowns with the District Distribution Maintenance Division Manager.

- F. Following construction, submit a vellum copy and a AutoCad file (version approved by District) on a writeable CD of the meter station record drawings to the District Distribution Maintenance Division Manager.