



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

OPERATIONAL

POLICY: WATER FLUSHING

Policy OP 1.01

POLICY STATEMENT

Highway 14 Regional Water Services Commission is in the business of distributing treated water and is approved to do so under the Alberta Environment "Code of Practice For A Waterworks System Consisting Solely Of A Water Distribution System".

GUIDELINES

Under this Code of Practice, the Commission is required to ensure drinking water quality is maintained within the distribution system. Since drinking water quality deteriorates in the system over time it is the Commission's responsibility to identify areas of concern and take corrective action.

Certain customers have required the extension of water mains for reasons such as seasonal use or fire protection capacity, while other customers are located in remote locations near the end of larger diameter water mains. In these cases where there is a low consumption level and water quality is not maintained, the Commission must monitor and perform periodic flushing in order to maintain quality.

Since the Commission purchases water from its suppliers and also incurs the cost of transporting this water through its system it must recover these operating costs. Currently, the cost of water flushing is equally shared by all customers yet routine flushing is often required for a few specific customers. The Commission recognizes this as an inequitable arrangement for the majority of its customers and desires to correct this situation.

PROCEDURES

The Commission has therefore resolved to place the operating cost of water flushing with those customers that have requested main extensions or are located in remote locations near the end of larger diameter mains, yet whose consumption is inadequate to maintain water quality.



1. The Commission will monitor water quality and flush only as required.
2. The customer will be invoiced on their monthly utility bill for reasonable operational costs and water volumes required to maintain water quality.
3. Operational costs shall be the current hourly rate for operating staff and their vehicles.
4. Water volumes shall be metered and billed at the current retail value for the water.

IMPLEMENTATION

This policy will take effect once it has been accepted and approved by the Commission and following 30 days notice to affected customers.

To enhance public accountability and ensure prudent resource management, the Board will review and approve the Management Report on a quarterly basis.

DIRECTOR'S APPROVAL MOTION #

13-13

CHAIRPERSON

MARCH 20/13

DATE



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Section 200

Customer Off-Site Servicing

Conditions of New or Expanded Facilities

- The customer is prepared to invest in a significant off-site water servicing extension that falls outside of the “Pooled New Service” installation category.
- The customer contributes 100% or a contribution amount as determined by the Commission for the cost of off-site servicing infrastructure required as a result of this extension of service to the customer’s land.
- The Commission becomes the owner and operator of this infrastructure.
- The Commission evaluates each extension request and determines on a case by case examination if over sizing is required. The Commission also determines if the developer will fund the over sizing cost or if the cost will be shared proportionately with the Commission. Over sizing may be required for mains for fire fighting capacity, future developments, increased reservoir storage, pumping capacity or system monitoring equipment.
- Maximum total flow will be determined with an acceptable pressure loss under full load and which will maintain a minimum pressure of 30 psi at the end of the main.
- The Commission will determine if the new or expanded infrastructure will benefit existing customers and if so an equitable portion of the project cost, as determined by the Commission, will be funded by the Commission.
- The customer anticipates recovering a portion of the contribution to off-site servicing costs when other customers connect to this infrastructure.
- For each off-site servicing project a cost per unit of water (1 usgpm) supported by design capacity information, actual construction cost and capacity that is dedicated to the customer shall be determined and provided to the Commission at the date of completion of construction. Construction costs will neither be depreciated nor have interest charges applied. If the customer funds 100% of the off site servicing then the registered owner of the lands serviced by the off-site servicing infrastructure will have first right to 100% of the capacity and written permission from that owner will be required for a new customer to connect to the system, indicating the capacity given up in US gallons per minute (usgpm).
- Approval by the Commission is required for all off-site servicing projects and refunds, being contributions from future customers who connect to the infrastructure.
- Timeline for refunds is 40 years from the date the new or expanded infrastructure is constructed.
- The Commission shall keep a record of customer funded off-site servicing for not less than 40 years and longer as required by revenue Canada. Any refunds shall be paid to the registered owner of the customer’s land as of the date the refund is made.
- In all cases the Commission or their engineers must specify and approve the design requirements of all projects including but not limited to materials, construction methods, pipeline location and type of land rights. All installations must comply with Alberta Environmental Protection and Enhancement Act, franchise and water supply agreements the Commission holds with its members and non members and Commission policies that are or may be developed or revised from time to time.

New Customer Addition to Infrastructure Previously Funded by a Customer

Customers who are connected to infrastructure previously funded by a customer:

- Pay an amount of any new off-site servicing infrastructure that is required, as determined by the Commission or their engineering consultants.
- The new customer shall pay a proportionate share of the contribution made by the original customer for the off-site servicing infrastructure based upon the original cost, capacity to be used (in usgpm) and length of that extension being utilized. Written permission from the registered owner of the lands originally serviced by the off-site servicing infrastructure, confirming the capacity to be relinquished must be obtained. The amount that is collected by the Commission from the new customers shall be refunded to the registered owner of the lands originally serviced by the off-site servicing infrastructure.

Example:

Two original customers jointly paid \$100,000 for 2 miles of 2 inch diameter main which will flow 15 usgpm. Customer #1 requires 5 usgpm. Customer #2 has requested a minimum of 5 usgpm but may require up to 10 usgpm. Customer #1 has agreed to pay 1/3 of the cost (\$33,333). Customer #2 has agreed to pay 2/3 of the cost (\$66,667). Both customers obtain their water from the end of the 2 mile main extension.

1. A new customer requests connection to the end of this 2 mile main, two years after it is constructed and a capacity of 1 usgpm. Customer #1 will retain their flow of 5 usgpm. Customer #2 is currently using 5 usgpm and has agreed to relinquish 1 usgpm.

This new customer pays the cost of any new off-site servicing infrastructure plus a proportionate share of the cost of the existing main. In this case \$4,900 (new off-site charges) plus $1/15 \times \$100,000 = \$6,667$ for a total of \$11,567. The amount collected for the share of the existing main (\$6,667) will be refunded to the registered owner of the lands originally owned by customer #2.

2. The new customer requests 2 usgpm and the new service is to be located at the point of the main, 1 mile from its origin. In this case the two original customers have agreed to each relinquish 1 usgpm each.

The new customer pays the cost of the new off-site servicing infrastructure. In this case \$4,900 plus $2/15 \times .5 \times \$100,000 = \$6,667$ for a total of \$11,567. The amount collected for the proportionate share of the existing main will be divided proportionately and refunded to each of the registered owners of the lands originally owned by customer 1 and customer 2. One third to customer #1 (\$2,222) and two thirds to customer #2 (\$4,445).



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Section 200

Access to Private lands; Right-of-Way

The Highway 14 Regional Water Services Commission's main transmission line is located within private lands in a Right-of-Way. From time to time the Commission requires access to these private lands to repair or maintain the pipeline. While the Right-of-Way Agreement held between the Commission and private land owners allows for access it also requires the Commission to compensate the landowners for reasonable costs.

"The Commission shall be responsible and shall compensate the Grantor for reasonable additional costs incurred by the Grantor in connection with excavation, drilling, installation, erection, repair or construction for any permitted operation in the nature of agricultural or related purposes across, over, under, on or through the Right-of-Way, which reasonable additional costs are caused by the existence of the Pipeline and Right-of-Way."

In cases where emergency repairs are required to the transmission line it is of the utmost importance to expediently obtain the landowners permission to allow access to their land for the completion of repairs and restore the flow of water to our customers. Therefore maintaining good working relationships with landowners is of high importance.

1. When the requirement for access to a particular parcel of land has been identified the registered owner (and tenant if applicable) shall be notified of the need for access. The details of access including anticipated excavation site, access point, travel route, timing and duration of work and other special conditions shall be identified on a "Consent to Enter" Agreement. This Agreement shall be presented to the landowner for acceptance prior to entering the identified parcel. This Agreement shall be accompanied with a sketch and a photograph of the lands prior to access.
2. Upon completion of the work the Commission will make every effort to restore the lands, insofar as is reasonably practical and as soon as reasonably practical, to their condition prior to entry by the Highway 14 Regional Water Services Commission or their contractor(s).
3. The inconvenience, land damages, crop loss shall be assessed and reasonable compensation shall be offered to the registered owner and/or tenant if applicable.
4. When restoration is complete, a "Release" Agreement shall be prepared and presented to the landowner and/or tenant if applicable. This Agreement shall be accompanied by a photograph of the lands after restoration.

Compensation Guideline

Base compensation for access, excavation and crop loss for one year and land disturbance up to up to 1 acre of land is \$300. This compensation shall be adjusted from time to time as seen fit by the Commission. Other compensation above and beyond this base amount must be documented, demonstrated to be within industry norms and approved by the CAO.

Forms

- CONSENT TO ENTER
- RELEASE

CONSENT TO ENTER

In consideration that the Highway 14 Regional Water Services Commission (Commission) holds a Pipeline Right-of-Way Agreement registered on the following land(s):

And, in consideration that the Commission requires re-entry for the purpose of

- Emergency repair
- Planned maintenance

The Commission hereby agrees upon re-entry to:

1. Pay reasonable compensation to the grantor for damage to crops, fences, and livestock resulting from the operations of the Highway 14 Regional Water Services Commission.
2. Restore the lands, insofar as is reasonably practical and as soon as reasonably practical, to their condition prior to entry by the Highway 14 Regional Water Services Commission or their contractor.

Description of the proposed work:

1. The anticipated work shall take place in the following location:

2. Access to the work site is described as:

3. Timing and duration of anticipated work is expected to be as follows:

Conditions:

CONSENT TO ENTER (CONTINUED)

The above described work is represented in the following sketch:

In acceptance of the proposed entry by the Highway 14 Regional Water Services Commission or their contractor as described above, I hereby give my acceptance for entry as the owner/tenant/agent for the above mentioned land. Special conditions that apply as follows:

Land Owner/Tenant/Agent Signature

Date

Print Name

Commission's Representative Signature

Date

Print Name

RELEASE

In consideration that the Highway 14 Regional Water Services Commission (Commission) holds a Pipeline Right-of-Way Agreement registered on the following land(s):

And, in consideration that the Commission re-entered the lands for the purpose of:

- Emergency repair
- Planned maintenance

The Commission hereby makes compensation for damage in the amount of \$ _____,
_____ dollars and has made reasonable restoration of the said lands.

Description of Site Reclamation Performed:

In acceptance of this compensation for inconvenience and for the reasonable restoration of the lands, I hereby release the Commission or their contractor from any further claims.

Land Owner/Tenant/Agent Signature

Date

Print Name

Commission's Representative Signature

Date

Print Name