

WATER SERVICE APPLICATION PROCESS

Beaumont-Cherry Valley Water District

April 01, 2011

Prepared by

Beaumont-Cherry Valley Water District

560 Magnolia Avenue

Beaumont, CA 92223

(951) 845-9581

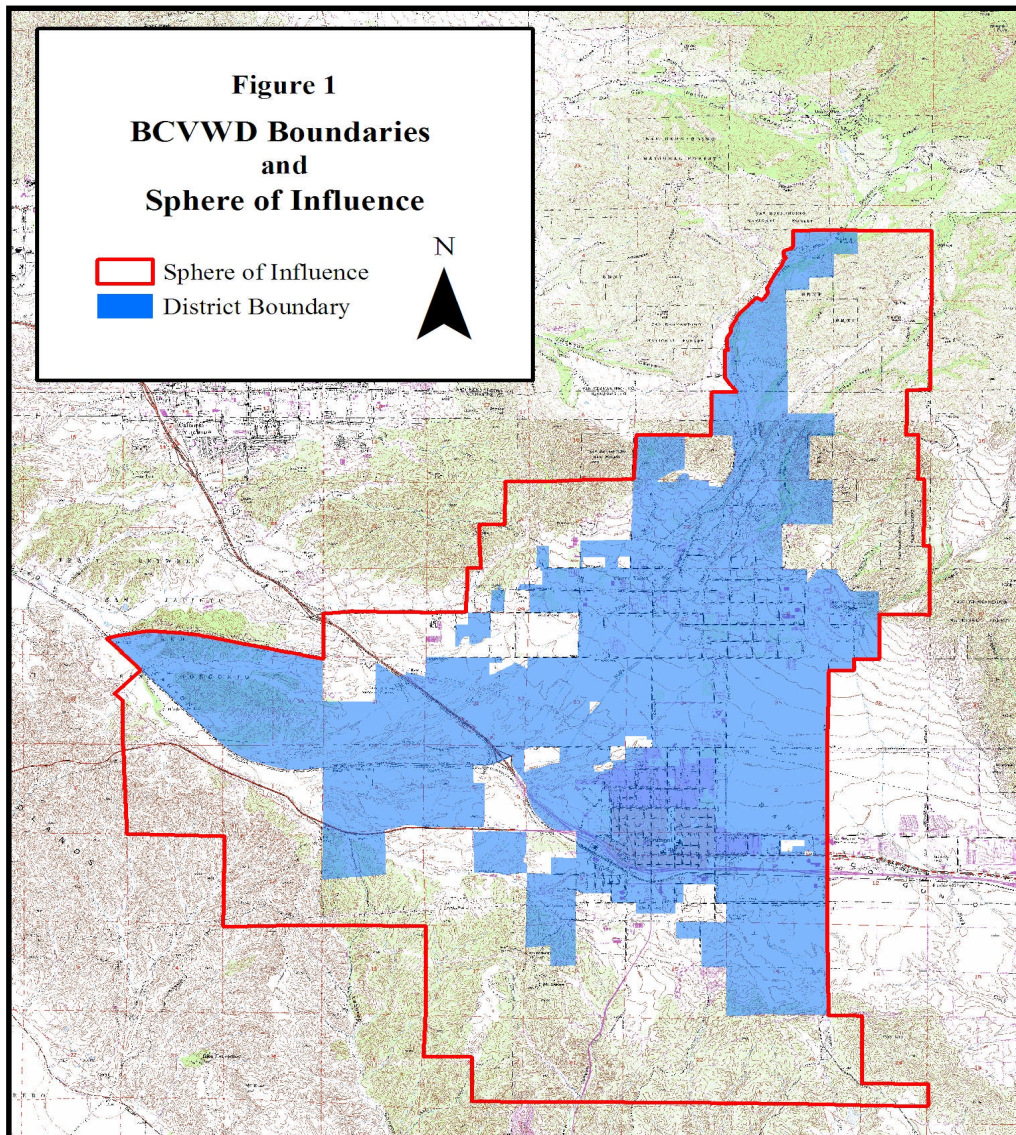
www.bcvwd.org

Introduction

The “Water Service Application Process” is described in this document for the benefit of developer and applicants for water service within the Sphere of Influence of the Beaumont Cherry Valley Water District (BCVWD or District). Some applicants will be within the boundary of the District; some may not be within the boundaries, but are within the Sphere of Influence. In the latter case, annexation to the District will be required. If the project is located outside of the Sphere of Influence of BCVWD, the project proponent will need to secure water service from either Yucaipa Valley Water District or the City of Banning.

Yucaipa Valley Water District (909) 797-5117 www.yvwd.dst.ca.us	City of Banning (951) 922-3105 www.ci.banning.ca.us
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Figure 1 shows the BCVWD Boundaries and Sphere of Influence



The District’s service area includes the City of Beaumont and the unincorporated community of Cherry Valley in Riverside County. Project approvals will need to be obtained from the City of Beaumont or the County of Riverside.

City of Beaumont (951) 769-8520 www.ci.beaumont.ca.us	County of Riverside Planning Dept. (951) 955-3200 www.tlma.co.riverside.ca.us/planning/
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Wastewater Collection and Treatment

The BCVWD only provides potable and recycled water service within its service area. Wastewater collection and treatment is provided by the City of Beaumont. The community of Cherry Valley relies on individual on-site systems (septic tanks) and approval for construction of these systems is obtained from the County of Riverside, Department of Environmental Health.

<p>Riverside County Administrative Center 4080 Lemon Street, Riverside, CA 92501 Environmental Resources Management Second Floor (951) 955-8980 FAX: (951) 955-8903 www.rivcoeh.org/opencms/index.html</p>
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LAFCO and the Annexation Process

If the project is not within the current boundaries of BCVWD, annexation to BCVWD will be required. This is under the control of the Riverside County Local Agency Formation Commission (Riverside LAFCO or LAFCO).

<p>Riverside County LAFCO 3850 Vine Street, Suite 110 Riverside, CA 92507-4277 (951) 369-0631 www.lafco.org/opencms/contact_us/</p>
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BCVWD handles the application process with LAFCO for annexation to BCVWD. The Applicant will have to provide information to the District to support the annexation process. This is described in detail herein and in the District’s Rules and Regulations. There are fees associated with the process which must be paid by the Applicant.

The application packet for Riverside LAFCO is available on their website.

Annexation to other jurisdictions is the responsibility of the Applicant.

Water Supply Assessment and Verification of Water Supply

Certain projects, depending on the size, may be subject to Senate Bill (SB) 610 Water Code §10910 *et. seq.* “Water Supply Assessments” and SB 221 Government Code§66473.7 “Written Verifications of Water Supply.”

Water Supply Assessment

A Water Supply Assessment is required if the development is classified as a “project” as defined in Water Code §10912.

§10912. For the purposes of this part, the following terms have the following meanings:

(a) "Project" means any of the following:

(1) A proposed residential development of more than 500 dwelling units.

(2) A proposed shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space.

(3) A proposed commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space.

(4) A proposed hotel or motel, or both, having more than 500 rooms.

(5) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor area.

(6) A mixed-use project that includes one or more of the projects specified in this subdivision.

(7) A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500 dwelling unit project.

The District will prepare the water supply assessments.

Written Verification of Water Supply

A “Written Verification of Water Supply” is required if the development requires approval of a tentative tract map (Government Code 66473.7(b)(1)).

§66473.7b) (1) The legislative body of a city or county or the advisory agency, to the extent that it is authorized by local ordinance to approve, conditionally approve, or disapprove the tentative map, shall include as a condition in any tentative map that includes a subdivision a requirement that a sufficient water supply shall be available. Proof of the availability of a sufficient water supply shall be requested by the subdivision applicant or local agency, at the discretion of the local agency, and shall be based on written verification from the applicable public water system within 90 days of a request.

§66473.7(a)(1) "Subdivision" means a proposed residential development of more than 500 dwelling units, except that for a public water system that has fewer than 5,000 service connections, "subdivision" means any proposed residential development that would account for an increase of 10 percent or more in the number of the public water system's existing service connections.

The District will prepare the written verification.

Hydrant Flow Testing and Fire Flow Letter

Occasionally the District gets requests to perform hydrant flow testing. The District **does not perform or allow others to perform** hydrant flow tests. There are a number of reasons for this:

- A hydrant flow test (flow and residual pressure) is only valid for the date and time run and represent conditions in the system only at that time. It does not simulate future demand conditions.
- A hydrant flow test wastes a significant amount of water. Considering the District must import 1/3 or more of its water from Northern California this is a substantial expense.

In lieu of hydrant flow testing, the District uses its calibrated hydraulic computer model to determine fire flow capability and residual pressures in the system under maximum day demand conditions at ultimate system build-out. The results of the computer modeling are presented in the District's Engineering Report which is provided to the Applicant to take to the Fire Marshal and furnish to their fire sprinkler system contractors. This information is also useful to landscape contractors as it provides static and operating system pressures.

In order to perform the computer modeling, the Applicant must provide a letter from the Fire Marshal stating the fire flow requirement (gallons/minute), the duration (hours), and the minimum residual pressure (typically 20 lb/sq in).

Recordation of Notice of Completion

The Applicant is responsible for filing any notices of completing with the County of Riverside for all work that is not performed by the District.

Water Service Application Processing Narrative

Intent to Serve

- Applicant sets up a meeting with the District Engineer (District Engineer)
 - The Applicant shall provide the District Engineer with at least the following for discussion at the meeting: location map, Assessor Parcel Numbers (APNs), acreage, type of development, number of units, approximate water demand, landscaping requirements and landscaped area, pressure requirements if not “typical”, height of structures, e.g., 1 story, 2 stories etc., and rough schedule for development.
 - The following questions need to be answered in this meeting
 - Is new service area within the District?
 - Is this a single domestic service?
 - Is a fire hydrant needed for this service?
 - Will a Water Supply Assessment per Water Code §10912 or Water Supply Verification per Government Code §66473 be required?
 - District Engineer instructs the applicant to submit the initial deposit to the Business Office. The amount of the initial deposit shall be determined by the District Engineer based on the type of project and the extent of the District’s planning effort to accommodate the project.
 - District Engineer directs the Applicant to prepare a “request for water service letter” and submit it to the Executive Assistant.
- Applicant submits the request for water service letter submits to the Executive Assistant
 - The contents of this letter are outlined in Part 4 of the District Rules and Regulations and should include as a minimum the information about the project discussed at the initial meeting.
 - The Applicant will provide the District with the APN numbers and a site plan of the proposed project.
 - The request for water service will not be submitted to the Board until the initial deposit is paid.
 - Executive Assistant provides a copy of the request for water service to Engineering Staff.
- Initial Deposit (Applicant submits to Business Office)
 - The Initial Deposit, as estimated by the District Engineer, shall be paid to the Business Office.. This deposit will cover any costs incurred by the District during the intent to serve phase. At the end of the intent to serve phase if any funds remain in the initial deposit, the funds will be transferred to the next phase of the project. If additional deposits are required, the Executive Assistant will notify the Applicant.
 - If the development is described as a “Project” according to Water Code 10912, the district has 90 business days to prepare water assessment report.
- Prepare letter of intent to serve and staff report (Engineering Staff)
 - This letter of “intent to serve” is prepared by the District Engineer describing the project, the current status of the District’s water supply and the project impact on the District’s water system and submitted to the General Manager. This letter of “intent to serve” is accompanied by a staff report.
- Assign project number for accounting purposes (Engineering Staff)
 - The District Engineer will assign the project account number which will used to track costs until the project has completed construction.

- A project folder containing all information regarding the project will be created by Engineering Staff
- Water Supply Assessment (Engineering Staff)
 - If a water supply assessment is required, Engineering Staff will prepare all necessary documents.
- Board approved letter of intent to serve (Board)
 - The General Manager will review the letter of intent to serve and supporting staff report and direct the Executive Assistant to place the documents on the next available board meeting agenda to seek Board of Directors approval. The Executive Assistant will notify the Applicant of the date and time of the meeting.
 - Once Board approval has been granted, the developer will have 1 year to begin the project. If the project has not started within 1 year the Applicant shall request an extension in writing to the General Manager. General Manager may choose to extend the deadline or end the development process.
 - The Executive Assistant informs the Business Office, Engineering Staff and the Applicant of the Board's approval or rejection.

Annexation

During the initial engineering meeting a determination will be made if annexation to the District is required. If annexation is required, the following steps shall be taken.

- Request for annexation (Applicant submits to Executive Assistant)
 - The Applicant must submit a letter requesting annexation to the District. Annexation requires Board of Directors approval. The request for annexation should be submitted along with the request for water service so the Board may approve both the letter of intent to serve and the annexation at the same board meeting. If the letter of intent to serve is not approved, then the annexation request will automatically be rejected.
 - The Executive Assistant places the request for annexation along with the intent to serve letter on the next available board meeting agenda, under the direction of the General Manager and notifies the Applicant of the date and time of the meeting.
- Board approval of annexation (Board)
 - Upon Board approval, the Executive Assistant will prepare a letter to the Applicant, notifying the Applicant of the Board's decision and notifies the Business Office and Engineering Staff of the Boards approval or rejection
- Annexation deposit (Applicant submits to the Business Office)
 - An initial annexation deposit of \$5000 is required to cover any cost the District incurs as a result of the annexation process. This deposit only covers District costs and not LAFCO expenses. When the Application for Annexation is submitted to LAFCO, the LAFCO fees can be estimated and the Applicant shall deposit the estimated LAFCO fees with District's Business Office. Additional deposits may be required and the Applicant will be so notified by the Executive Assistant. Reference Policies and Procedures Part IV Section 8.3.
- Plan of Service (Engineering Staff)
 - The Engineering Staff will prepare the LAFCO required plan of service upon receipt of the initial deposit
 - Engineering will provide a copy of the Plan of Service to the applicant.

- LAFCO (District and LAFCO)
 - The District will process the annexation application with LAFCO. The Applicant is responsible for providing the District with a survey and legal description of the parcel, and any other information that the District or LAFCO may need.
- Annexation Agreement (Engineering Staff)
 - Engineering staff will prepare an annexation agreement.
 - Engineering Staff will submit the annexation agreement along with the LAFCO annexation approval to the Executive Assistant.
 - The Executive Assistant will place the annexation agreement on the next available board meeting agenda and prepare a Resolution for Annexation.. The Executive Assistant will notify the applicant of the meeting date and time.
- Board approval of the annexation agreement (Board)
 - The Board will review and discuss the details of the annexation agreement. If the Board is satisfied with the agreement, the Board may approve the agreement and the Resolution for Annexation.
 - If the Board chooses to reject the agreement, the agreement will be returned to engineering staff with recommendations.
 - The Executive Assistant will notify the Applicant and necessary departments of Board Action and will provide copies of the Resolution to LAFCO.
- Executive Assistant will file all correspondence, the annexation agreement, the LAFCO approval, Board Resolutions relative to the Project, survey plots, and legal description

Single Domestic Service without Main Pipeline Extension

During the initial engineering meeting, a decision will be made if the development will only require a single domestic service. If the development only requires a single domestic service, the following steps must be followed

- Applicant shall submit a letter from the Fire Marshal to the Executive Assistant requesting information on fire hydrant location and flow.
- Fire Hydrant Verification (Field Staff)
 - The Executive Assistant will instruct the Business Office to draft a work order to measure the distance of the nearest fire hydrant to the property to determine if a main extension or additional fire hydrants may be required.
 - The Field Staff will turn in the work order to the Business Office.
- Fire Hydrant Verification Letter (Business Office)
 - Based on data from the field with engineering input if needed, the Business Staff will prepare a fire hydrant verification letter and submit it to the Applicant.
 - It is the Applicant's responsibility to submit the letter to the Fire Marshal and to inform the District if the Fire Marshal requires additional fire hydrant(s).
 - If a fire hydrant is required, the Business Office will refer the project to Engineering Staff to make the determination if a main line extension will also be required.
 - If a main line extension is required, the Engineering Staff will notify the Applicant and all departments.
 - If a mainline extension is not required, Engineering Staff will inform the Business Office to expect payment of the fire hydrant installation fee by the Applicant.
 - If a fire hydrant is not required, the Business Office will expect payment of the meter fees by the Applicant.

- Fire Hydrant Installation Fee (Applicant submits to the Business Office)
 - If a fire hydrant is required, the applicant will make the appropriate payment according to Section 5-2 of the District Rules and Regulations.
- Meter Fees (Applicant submits to the Business Office)
 - The applicant will make the appropriate payment according to Section 5-2 of the District Rules and Regulations.
- Facilities Fees (Applicant submits to the Business Office)
 - The applicant will make the appropriate payment according to Section 5-4 of the District Rules and Regulations.
 - The Business Office will instruct the applicant to place a stake with a sign that says “Water Meter” at the desired location of the water meter, subject to District approval.
 - The Business Office will request the Engineering Staff to assign a meter account number.
- Create Services (Business Office)
 - The Business Office will create the meter account and services within the District Customer Information System (CIS).
 - Services will be created without the meter number; this will be provided by the Field Staff after installation.
 - The Business Office will generate a work order to install the service and provide it to the Field Staff.
- Installation (Field Staff)
 - Field Staff will install the facilities within 2 weeks of receipt of all fees..
 - Field Staff will provide installation data to Engineering Staff to update the District’s Geographic Information System (GIS).
 - Field Staff will submit completed work order to the Business Office to input into the District’s CIS.
- GIS Update (Engineering Staff)
 - Engineering Staff will update the GIS with the installation data as provided by the Field Staff.
- Project Completion
 - The Executive Assistant will file remaining documentation and alert all departments the project is “Completed.”
 - The Executive Assistant will refund any unused deposits to the Applicant.

Mainline Extension

- Applicant submits the project’s Fire Flow Letter from Fire Marshal to the Engineering Staff that states the fire flow requirements for the project. The District does not perform or allow anyone to perform hydrant flow tests.
 - Engineering Staff will determine an engineering and plan check deposit amount and will inform the Business Office and Applicant.
- Engineering and Plan Check Deposit (Applicant submits to the Business Office)
 - The applicant will make an initial deposit of \$5000, or as determined by the District Engineer, to cover engineering costs incurred on the Districts behalf to determine system improvements that are necessary to meet the fire flow requirements. An engineering report will be prepared which identifies the needed improvements and presents static and operating pressures at the project site. Applicant is responsible for

- transmitting that information to the project's design consultants. Reference Section 5-5.4.1 in District Rules and Regulations.
- Any and all money leftover from the initial and/or annexation deposits will automatically be transferred into the engineering and plan check deposit. Additional money may be required to bring the balance of the engineering deposit to the set amount determined by the District Engineer.
 - Additional deposits may be needed throughout the engineering and plan check phase depending on the complexity of the project and the number of reviews and iterations.
 - Assign Project Account Numbers to Subdivisions of the Main Tract(Engineering Staff)
 - If the project is going to be subdivided into smaller tracts then each tract will be assigned its own project account number. The original project number will be retired and no longer used. This same process will be used if the project or portions of the project are sold to other developers.
 - Any money submitted as deposits will be refunded to the Applicant and new deposits will be requested for each new tract map..
 - From this point on each subdivision will be treated as an individual project. Project folders will be created for each subdivision. Each project folder will contain a brief memo that lists all preceding information in lieu of copies of original documentation. All preceding documentation will stay in the original, now retired project folder. The original project folder will contain a brief memo explaining the status of the project upon subdivision.
 - Plans Submitted for Plan Check (Applicant submits to the Engineering Staff)
 - The applicant will provide two sets of plans to engineering staff as outlined in Section 7 in the District Standards and Specifications.
 - Engineering Staff will proceed with Plan Check upon receipt of all applicable deposits..
 - Plan Check (Engineering Staff)
 - Engineering staff will perform the plan check. The District Engineer will review all corrections and suggestions. Upon the District Engineer's approval, the plans will be returned to the applicant.
 - The applicant will resubmit revised plans.
 - Engineers Approval (Engineering Staff)
 - After approval through Plan Check, the applicant will submit the final version of the plans on Mylar for the District Engineers signature. The signed Mylars will be returned to the Applicant. Note that other signatures may be required. The Applicant is responsible for securing all plan approvals.
 - Approval of plans will be valid for 12 months from the date of approval unless construction has started.
 - Applicant shall provide Engineering staff with 3 full sized copies, one half-size copy (11x 17) along with a scanned set of plans (pdf format).
 - Mainline Extension Agreement (Engineering Staff)
 - Upon the approval of the plans, Engineering Staff will produce the Main Pipeline Extension Agreement along with all supporting information.
 - Engineering Staff will submit the Mainline Extension Agreement to the Executive Assistant.
 - The Executive Assistant will set up a meeting with the applicant and the General Manager to execute the Main Pipeline Extension Agreement.

- Execution of the Mainline Extension Agreement (General Manager and Executive Assistant)
 - The General Manager and Applicant will discuss the conditions of the Mainline Extension Agreement.
 - The General Manager and Applicant will sign the agreement.
 - The Executive Assistant will file the agreement and instruct the Business Office to expect the payment of the fees and deposits.

Fees and Deposits

Additional deposits may be needed for the remainder of the project. All fees and deposits will be processed by the Business Office.

- Facility Fees (Applicant submits to the Business Office)
 - The Applicant pays the appropriate fees outlined in the District's Rules and Regulations under section 5.4.
- Inspection Deposit (Applicant submits to the Business Office)
 - The applicant pays 135% of the inspection deposit as determined by the District Engineer in concert with the Field Staff. Reference Section 5-5.3 in the District's Rules and Regulations.
 - Business Office awaits the payment of the Inspection Deposit.
- GIS/Record Drawing Deposit (Applicant submits to the Business Office)
 - The GIS/Record Drawing deposit covers all cost incurred on the districts behalf for reviewing and integrating the new asset information data into the District's GIS.
 - The deposit will be in the amount of \$275perparcel. Commercial, institutional and industrial projects will be determined on a case-by-case basis.
- Performance Bond (Applicant submits to the Business Office)
 - The Applicant submits a performance bond guaranteeing the water system improvements will be installed according to the plans and the District's standards to the Business Office to be filed in the project folder.

Construction

- Preconstruction Meeting (Field Staff)
 - The Field Staff will coordinate with the Applicant to establish points of contact between all of the Applicant's contractors and District Staff.
- Construction by Applicant (Inspection by Field Staff)
 - During construction of the project, the District will inspect all work along with the all materials used.
- Testing and Acceptance (Inspection by Field Staff)
 - District staff will monitor all testing and acceptance procedures.
- Final Inspection (Field Staff)
 - The District inspector will provide a final inspection and prepare a punch list.
 - After all punch list items have been completed, the District inspector will provide a package of all original inspection documents along with a written approval of a proper installation of the facilities to Engineering Staff.
 - Field Staff will notify the Business Office to expect payment of the meter fees and to release the performance bond.
- Filing of Inspection Package (Engineering Staff)

- All documentation relating to the inspection will be filed by the Executive Assistant.
- Engineering Staff will request the Record Drawing and GIS data from the Applicant.

GIS/Record Drawings

- Record Drawing Submittal (Engineering Staff)
 - The Applicant will provide Record plans on Mylar to Engineering Staff.
 - Engineering staff will compare the plans with the inspection notes to establish consistency.
 - Once the plans have been reviewed the district engineer will approve and sign the plans.
 - Engineering Staff will scan and file the signed plans and the inspection reports and notes.
- GIS Submittal (Engineering Staff)
 - The Applicant will provide Project Record/GIS data to Engineering Staff for review.
 - Engineering Staff will import the newly acquired data into the Districts GIS.
 - Engineering Staff will direct the Business Office to release any GIS/Record Drawing deposits.

Post Construction

- Tract Map Submittal (Applicant submits to the Engineering Staff)
 - A tract map of the development shall be provided in GIS or AutoCAD format for the creation of meter account numbers and billing information.
 - The tract map data will include street names and lot numbers as a minimum.
- Assign Meter Account Numbers (Engineering Staff)
 - Using the provided tract map data, Engineering Staff will produce a meter route map complete with meter account numbers and lot numbers.
 - Engineering Staff will provide the Business Office with the tract map.
- Meter Fees (Applicant submits to the Business Office)
 - The Applicant will make the appropriate payment of meter fees according to Section 5-2 of the District Rules and Regulations.
- Create Services (Business Office)
 - The Business Office will create the service account and services within the District CIS.
 - Services will be created without the meter number; this will be provided by the Field Staff after installation.
 - The Business Office will produce a work order and provide it to the Field Staff.
- Installation (Field Staff)
 - Field Staff will install the facilities within 2 weeks of payment of all fees.
 - Field Staff will submit completed work order to the Business Office to input into the District's CIS.
- Release of Performance Bonds (Business Office)
 - The Business Office will release the performance bond upon the completion of the final inspection.
- Release of Deposits (Business Office)
 - The Business Office will return all excess deposits, with the exception of the GIS/Record Drawing deposit, back to the Applicant.

Closing Procedures

- Applicant shall provide the District with a Maintenance Bond(s) (Business Office)
 - The maintenance bond will be held for one year. The Business Office will assign a date to release the bond.
 - The Executive Assistant will notify the Applicant and all departments that the maintenance bond has been filed.
- Dedication Form (Engineering Staff)
 - Once the system has been installed and operating for one full year without any failures, the dedication document will be prepared by the Executive Assistant and sent to the Applicant for signature. The Applicant will be instructed to return the executed dedication form to the Executive Assistant for signature by the General Manager.
- Release of Maintenance Bonds (Business Office)
 - Once the project has been dedicated to the District (recorded with the County Recorder), the Business Office will release the Maintenance Bond after concurrence with the Field Staff and Engineering..
- Recording of the Dedication Form
 - The Executive Assistant will notify the General Manager, Engineering andt, Business Staff and the Applicant of the official close of the project.
 - The Executive Assistant will submit the dedication form to the County Recorder.
 - The Executive Assistant will file remaining documentation and designate the project “Completed.”

