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## GUIDELINES FOR DEVELOPERS FOR WATER SYSTEM EXTENSIONS

This outline is intended for use only as a broad guide to the Developer. It is not intended to be a step-by-step procedural guide. South Feather Water and Power Agency (SFWPA) does not have a procedural guide because each request for water service varies, as do the proposed developments. The Developer must take the responsibility for completing all the necessary steps for any given project.

### First Contact

By letter, telephone, or in person with appointment.

The Project will be discussed in *general* terms only.

The Developer should then request a letter of water availability. The request must be in writing, including: parcel number(s), type of development; and, any specific questions.

The Agency will respond in writing.

### Engineering Study

It may be necessary to make an in-depth study of the request for water service in order to determine the improvements necessary for the water system.

The study will be at the cost of the Developer. A cash deposit will be requested through a letter agreement. If the information is easily obtainable, the charges may be waived.

The Agency will complete the study and issue a report.

### Regulations And Requirements

The Developer must comply with the Agency's Rules & Regulations Governing Water Service, as well as its Development Standards for Treated Water Systems.

Compliance with the California Environmental Quality Act (CEQA) is a requirement. The Developer must provide approved copies of CEQA documents prior to the Agency's engineer or general manager signing the improvement plans.

A project site must be within the place-of-use boundary designated for SFWPA by the State Water Resources Control Board, and must be annexed to the Agency prior to acceptance of the constructed water system improvements by the Agency. Agency and/or Butte Local Agency Formation Commission (LAFCo, 530-538-6819) staff will provide information regarding how property may be annexed to the Agency.

### Public Contact

Other parcels in the area may want to annex to the Agency and receive water service and the Developer might want to include them in planning for the project to reduce costs.

### Improvement Plans

Plans and specifications must be prepared by a civil engineer.

The Agency's engineering staff will be available for predesign conferences and field meetings. The Agency has standard specifications and reproducible standard details available at a reasonable cost.

Two sets of the preliminary plans and specifications should be submitted as soon as possible.

The Developer will pay for all Agency engineering, plan-check, and inspection services. The Developer's engineer will estimate the cost of the water system improvements and submit it for review and approval by the Agency's engineer. A cash deposit of 3% of the Developer's engineer's estimate will be required initially. An additional cash deposit of 3% will be required at the time a Conveyance Agreement is executed.

### Conveyance Agreement

After completion of the first plan check, a conveyance agreement will be prepared and sent to the Developer. The plan checking process will continue until the plans and specifications are ready for approval.

Once the plans and specifications have been approved by the Agency's engineer, they must be reduced in size to 11" x 17" and attached to the conveyance agreement as an exhibit.

The Conveyance Agreement will be taken before the Agency's Board of Directors for approval. The agreement, with all of the exhibits attached and signed by the Developer, must be delivered to the Agency within 60 days of plan approval and at least one week prior to the Board meeting (fourth Tuesday of each month) for placement on the agenda.

After Board approval, and at the Developer's request, a letter may be written to the appropriate agency stating, "Water is not available at this time; however, arrangements satisfactory to the Agency have been made for construction of the necessary water system improvements. There are no provisions in the agreement requiring the Developer to guarantee completion of the improvements. The Agency will accept ownership of the improvements only after they have been completed, and will then serve water".

### Preconstruction Requirements

The Developer or his Contractor must supply proof of insurance in the form of a copy of the policy(ies) and endorsement(s) with the specified type and amounts of coverage, naming the Agency as additional insured.

If improvements are estimated over \$250,000, the Developer must furnish a 100 percent Labor and Material Payment Bond on the Agency's bond form.

### Construction

Construction on the water system improvements must start within 12 months of the date of the Conveyance Agreement.

The improvements must be constructed by a California Class A or C34 Contractor.

Construction must be completed within 24 months of the Conveyance Agreement date.

The Developer is advised that for facilities installed with public funds, the Labor Code requires that all craftsmen, mechanics, and laborers be paid the local prevailing wages. If the Agency participates in the costs of water system improvements, either through direct contribution or by way of fee reduction or fee waiver, workmen must be paid prevailing wages.

### Reimbursement Agreements

If desired, the Developer must make a written request 30 days prior to the completion of construction. The Agency will then determine if reimbursement is due. If entitled, the Developer must supply all necessary project cost information. The Agency will prepare an agreement.

The Reimbursement Agreement must be executed before the improvements are conveyed to the Agency. This is usually done at the same Board meeting. The agreement will be recorded in the office of the Butte County Recorder.

As noted above, the Labor Code requires that all craftsmen, mechanics, and laborers be paid the local prevailing wages when working on facilities installed with public funds. The Agency has not ascertained whether or not reimbursement could be construed as public funding. The Developer assumes all risk as to whether reimbursement could be construed as public funding and must indemnify the Agency from all liability claims arising from construction wages not conforming to local prevailing wages.

### Conveyance To The Agency

Prior to offering the improvements for conveyance, the Developer must provide proper documentation including, but not limited to:

- An "Offer of Dedication".
- A Labor and Material Payment Bond or release statements from contractors and suppliers (type is dependent upon project cost estimate).

- Payment of capacity charges.
- Reproducible "as-built" drawings.
- Easements and rights of way.
- A 25% one-year maintenance bond.
- Payment of any outstanding Agency charges for engineering, plan check, and inspection.

#### Water Availability

Once the improvements have been conveyed, applications for water service will be accepted.

A letter to the appropriate agency may be written stating, "Water is now available upon making proper application".