

Montgomery County, NC 2010

Water and Sewer Policies and Procedures Manual



Adopted July 20, 2010

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PREFACE

Montgomery County has initiated development of a public rural water and sewer system. Some previous improvements are currently in service. Additional improvements are under construction and more improvements are being planned.

From time to time, Montgomery County will provide utility service to selected areas where there is either sufficient density to support water and/or sewer service, there is sufficient public health concern to warrant the extension of service, or there is some other prevailing public policy issue that commands the availability of public infrastructure improvements. Montgomery County's intention is to establish a rational approach regarding connecting existing and future water and sewer improvements to the Montgomery County Public Utility System.

Montgomery County realizes that utility service will be provided in areas where existing structures may already have water and/or sewer systems in perfectly good working order. Montgomery County will "grandfather" existing onsite systems that are in functional compliance.

Nevertheless, construction of public utility systems is too costly to allow connections to be made entirely on a voluntary basis. Therefore, Montgomery County will provide an incentive to encourage existing development to connect to the system. It will require connections by new development where public utilities are available. Montgomery County shall require connections where there are failing systems. It will even require connections when a federal, state or other grant used to fund a portion of the system has connection policies that supercede those of Montgomery County.

Connections to a water or sewer system must be compatible with the existing system. Therefore, Montgomery County is establishing minimum specifications for future improvements that will be connected to a Montgomery County public utility system. New developments, including subdivisions, will be reviewed by Montgomery County or its designated engineer for compliance with these specifications.

Construction of public utility systems is costly and primarily benefits the users. So, Montgomery County will attempt to recover the cost of providing water and sewer service by adopting a Fee Schedule.

Because Montgomery County has decided to provide public water and sewer service in some areas, it hereby establishes policies and procedures related to its public utilities.

ADOPTION OF POLICIES AND PROCEDURES

Until further order of the Montgomery County Board of Commissioners, the Policies and Procedures as set forth herein are hereby adopted and are effective on and after the 20th day of July, 2010.

This the 21st day of July, 2010

Jackie Morris, Chairman

ATTEST:

Lance Metzler, County Manager

GENERAL

As approved by the Montgomery County Board of Commissioners, the Montgomery County Public Utilities Department shall implement the Policies and Procedures contained herein. These Policies and Procedures shall determine how water and sewer service is to be provided in Montgomery County and by separate action, what charges shall be made to provide those services.

DEFINITIONS

1. ***Development, Major.*** A subdivision consisting of five (5) lots or more, as defined by the Montgomery County Subdivision Ordinance.
2. ***Development, Minor.*** A subdivision consisting of no more than four (4) lots, as defined by the Montgomery County Subdivision Ordinance.
3. ***Fee, Capacity.*** The initial charge to a customer to access capacity in Montgomery County's water or sewer system, as prescribed in the "Fee Schedule."
4. ***Fee, Connection.*** The initial charge to a customer to connect or tap on to water or sewer service, as prescribed in the "Fee Schedule."
5. ***Fee, Monthly Usage.*** The monthly charge to a customer for water or sewer service, as prescribed in the "Fee Schedule".
6. ***Fee, Pool/Sprinkler/Farming.*** The charge to a customer for water service on an as-needed basis to fill a pool, use on a sprinkler system, or irrigate for farming purposes, as prescribed in the "Fee Schedule."
7. ***Fee, Service Availability.*** The monthly charge to a customer for the availability of service that is not utilized. Said charge is equivalent to the amount of the minimum "monthly usage fee." *As of the adoption of this policies and procedures manual, Montgomery County does not charge a service availability fee.*
8. ***Fee Schedule.*** Separate portion of the Montgomery County Water and Sewer Policies and Procedures Manual that lists charges to customers for water and sewer services in Montgomery County.
9. ***Fee, Water Service Incentive (on Connection, Capacity and Meter Fees).*** A reduced fee schedule intended to obtain customers along newly developing water service lines.
10. ***Mandatory Hookup.*** All new structures requiring water or sewer, following adoption of this ordinance, shall be required to hook-up and begin paying a "monthly usage fee," if located within three-hundred (300) feet of an existing water/sewer line or in accordance with Table 1.
11. ***Service Availability.*** Location of a public water or gravity sewer line owned by Montgomery County and within 300 feet of a building setback line.

12. ***Sewer System Failure.*** When an on-site septic tank-leachate field has failed, meaning one or both of the following events has occurred:

- A. The septic tank has to be pumped two (2) times within any consecutive twelve (12) month period.
- B. The leachate field requires repair or replacement as determined by the Montgomery County Health Department.

1.0 CONNECTIONS POLICY

1.1 *New Construction (Single Lot):* All new construction will be required to connect to the water and/or sewer system if there is “service availability.”

1.2 *Major Development and Minor Development:* All new development will be required to connect to the water and/or sewer system if a County-owned service line is located within the distances listed in Table 1 below.

Table 1 Required Connections to the Montgomery County Public Utility System For Major and Minor Subdivision Development	
Number of Proposed Lots Subdivided Within a 5-Year Period	Distance from Closest Property Line to County Water or Sewer Line
1 or 2	Abutting the property (usually in a right-of-way or easement)
3-9	400 feet
10-49	800 feet
50-99	1,500 feet
100-200	2,000 feet
> 200	Only allowed if sewer is extended to subdivision or if another self-contained wastewater treatment plant is approved by NC-DWQ.

1.3 *Connection Fees*

1.3.1 *Existing Structures:* Water and sewer tap-on fees apply per the adopted Fee Schedule.

1.3.2 *Vacant Property:* Water and sewer tap-on fees apply per the adopted Fee Schedule.

1.3.3 *Exceptions:* If infrastructure improvements are funded in part or in whole by Federal or State grant funds, there may be specific requirements related to the funding that allow Montgomery County to pay the “connection fee.” In such a situation, Montgomery County may waive the “connection fee” for the customer.

1.4 *Service Lateral:* Prior to connecting to the County system, the customer shall obtain a building permit, and construct a service lateral from the structure to the point of connection (usually in the highway right-of-way) at the customer’s expense. Montgomery County Building Inspections shall inspect all service laterals.

1.5 *Existing Wells:* Except for those wells located within one hundred (100) feet of an existing sewer line, wells may continue to be used for irrigation and other non-potable uses as long as they are properly disconnected from the structure.

1.6 Service Across Private Property: Water and sewer service will not be extended across private property to serve another private property. It will be the responsibility of the property owner to provide the service lateral from the structure to the right-of-way or utility easement where the constructed water or sewer main is located. The customer requesting service will also be responsible for procuring the necessary access easement across the private property lying between the service provider (Montgomery County) and the customer to be served.

2.0 FEES, BILLINGS AND PAYMENT

2.1 Hours of Operation: The Montgomery County Public Utilities Department administrative offices will operate on the following schedule:
Office Hours: 8:00 a.m. to 5:00 p.m. - Monday through Friday

2.2 Rates: Water and sewer rates are established each year by the Montgomery County Board of Commissioners during the budget process and the rates remain in effect until the ensuing year or until another adjustment is approved by the Commissioners. The current rates for water and sewer service are provided in the “Fee Schedule.”

2.3 Billings and Payments

2.3.1 Monthly Billing: Bills for water and sewer service will be mailed on the last day of the month unless the last day falls on a Saturday, Sunday or a holiday, in which case the bills will be mailed on the next business day.

2.3.2 Payment of Bills: Montgomery County will mail bills out every month. Payment of bills is due by the fifteenth (15th) of the month.

Payments are accepted by cash, check, money order or visa/mastercard. There is a twenty-five dollar (\$25) charge for checks returned for insufficient funds. Montgomery County will not accept postdated, counter or two-party checks. Payment options are as follows:

Pay in Person at: Montgomery County Administration Building, 3rd Floor or at Drop Box located on the 1st floor.
102 E. Spring Street
Troy, NC

Pay By Mail to: Montgomery County Public Utilities Department
P.O. Box 425
Troy, NC 27371

2.3.3 Late Notices: If payment has not been received by 5:00 p.m. on the twenty-fifth (25th) of the month, a late fee will be added to the account. However, the Finance Officer shall remove the late fee for bills received by Montgomery County that are postmarked by the fifteenth (15th) of the month.

2.3.4 Delinquencies: If payment has not been received by 5:00 p.m. on the twenty-fifth (25th) due date, water service will be discontinued and a “Reconnection Fee” will be charged as prescribed in the Fee Schedule. All past due fees plus late fees will be required before the service is restored.

2.3.5 Collections: The Montgomery County Water System has the following venues of collection:

A. Denial of Service: No customer owing monies to MCWS shall receive service until such time as debt is settled. Land owners of properties that owe monies shall not be able to rent such properties until the land owner has settled all debt (NCGS 153A-277).

B. NCDebt Setoff: This program allows the MCWS to intercept income taxes for monies owed. NCGS 105A allows a water sewer authority to participate in the program. MCWS has been actively participating since 2005.

C. Wage Garnishment: Another venue that MCWS has for debt collections is HB991, allowing local governments to garnish wages and place liens on certain real property.

2.3.6 Commencement of Charge: Charge for service commences when a meter is installed and a connection is made, whether it is used or not.

2.3.7 Combination of Meter Readings: Readings from different meters will not be combined for billing purposes, regardless of whether the meters serve the same or different premises or users.

2.3.8 Master Meters: Master meters will not be allowed for new development connecting to the Montgomery County water system. Individual meters will be required for each residential, commercial, or industrial use.

2.4 Minimum Charges: Charges are based on usage, as listed in the Fee Schedule. The minimum charge shall be as listed for the lowest tier of usage and shall apply to each meter installed.

2.5 Illegal Tampering: Illegal tampering, in any way, with a service that has been disconnected (whether for nonpayment or otherwise) is subject to a civil fine as prescribed in the Fee Schedule and court processing costs. Tampering fines must be paid along with other fees before service is restored.

2.6 Complaints and Adjustments:

2.6.1 Bill in Error: If a customer believes a bill to be in error, the customer shall present the claim in person or in writing to the Montgomery County Finance Director before the bill becomes delinquent.

2.6.2 Special Meter Reading: If a customer requests that Montgomery County conduct a special meter reading, the customer must pay ten dollars (\$10.00) unless the reading reveals that the meter was over read.

2.6.3 Meter Testing: If a customer requests that Montgomery County test his/her meter, the customer must pay for the cost of the test unless the test reveals that the meter is over register beyond ten percent (10%) of the correct volume.

2.6.4 Meter Broken: If a meter fails to register correctly, or if the meter is stopped for any cause, or if the meter seal is broken, the customer shall pay an amount estimated from the record of previous bills and/or from other reliable data.

2.6.5 Leak - User Side: A customer may request an adjustment to his/her sewer bill if there has been a water leak on his/her side of the meter and the water was not discharged into the sanitary sewer system. The customer must present evidence of the leak. Montgomery County may then reduce the sewer bill to the average of the sewer bills for the preceding six (6) months. Montgomery County may only issue one (1) adjustment per customer or per service meter in a two year (24) month period.

3.0 APPLICATION FOR SERVICE

3.1 Applying for Service

3.1.1 Application and Fees: The customer shall complete an “Application for Service” and submit it in person or in writing, along with the “Application Service Fee,” as prescribed in the Fee Schedule, to the Montgomery County Public Utilities Department.

3.1.2 Rejection of Application – Service Reason: Montgomery County can reject an application for service that would not be available under a standard rate, or that would involve excessive service cost, or that would likely negatively affect the supply of service to other customers, or for other good and sufficient reasons. In such a case, the “Service Deposit Fee” would be refunded.

3.1.3 Rejection of Application – Customer Reason: Montgomery County can reject an application for service if the applicant is delinquent in payment of water and/or sewer bills at any location. In addition, if a property owner has received water and/or sewer service for which he/she has not paid, Montgomery County may reject an application for service by anyone at that location until the bill has been paid.

3.2 DEPOSITS

3.2.1 Application and Fees: The customer shall submit a “Service Deposit Fee”, as prescribed in the Fee Schedule, and submit it with the “Application for Service” and the “Application Service Fee” in person or in writing at the Montgomery County Public Utilities Department. The customer shall pay a “Service Deposit Fee” for each meter installed.

3.2.2 Responsible Party: The customer who submits the “Service Deposit Fee” shall be responsible for payment of all bills incurred in connection with the service furnished.

3.2.3 Use of Deposit: If a customer terminates service without payment of the final bill, Montgomery County may use the deposit to offset the final payment. Any balance could be refunded to the customer, but if the deposit is not sufficient to cover the final bill, then

Montgomery County may proceed to collect the balance in the usual ways provided by law for the collection of debts.

3.3 CHANGE OF OCCUPANCY

3.3.1 Notice: In order for the Montgomery County Public Utilities Department to discontinue service due to a change in occupancy, the customer must give at least three (3) days notice in person or in writing.

3.3.2 Departure: The outgoing customer shall be responsible for all water and sewer service costs up to the time of departure or the time specified for departure, whichever period is longer.

3.4 SEWER SERVICE

3.4.1 Sewer Service Only: If water service is available, any application for sewer service only will be rejected. In those rare instances where sewer service is available but Montgomery County water service is not available, the County may allow sewer service only provided the user allows a water meter to be installed on the private well serving the user.

3.4.2 Failed Systems: If Montgomery County sewer service is available and a property has experienced two (2) system failures within a twelve (12) month period, the owner will be required to connect to the Montgomery County sewer system. A system failure is defined as having the septic tank pumped twice within a year, sewage coming to the surface of the ground, and/or the leachate field requiring repair or relocation.

4.0 SUSPENSION OF SERVICE

4.1 For Non-Payment of Bills: As discussed above in Section 2.3

4.2 For Other Reasons: Montgomery County reserves the right to discontinue its service without notice for the following additional reasons:

- a.* To prevent fraud or abuse.
- b.* Due to the customer's willful disregard of Montgomery County's policies.
- c.* For emergency repairs.
- d.* Due to insufficient or inadequate water supply due to circumstances beyond Montgomery County's control.
- e.* As a result of legal procedures.
- f.* At the direction of public authorities.
- g.* In the event of a strike, riot, fire, flood, accident or any other unavoidable cause.

4.3 For Chronic Abusers: Montgomery County may, in addition to prosecution by law, permanently refuse service to any customer who tampers with a meter or other measuring device.

5.0 RESPONSIBILITIES AND LIABILITY

5.1 County's Responsibilities:

5.1.1 Service Line: Montgomery County will run a service line from its distribution line to the customer property line in places where the distribution line runs immediately adjacent and parallel to the property to be served and for which a "Service Connection Fee" in accordance with the Fee Schedule has been paid.

5.1.2 Meter Location: The County may install its meter at the property line or, at the County's option, on the customer's property, or in a location mutually agreed upon.

5.1.3 Meter Clustering: When two (2) or more meters are to be installed on the same premises for different customers, the meters shall be closely grouped with each clearly designated regarding the customer to whom it applies.

5.1.4 Customer's Plumbing: Montgomery County Public Utilities Department does not assume the responsibility of inspecting the user's piping or apparatuses.

5.1.5 Denial of Service: Montgomery County reserves the right to refuse service unless the customer's piping is installed so that it prevents cross-connections and backflow.

5.1.6 Water Damage: Montgomery County shall not be liable for damage of any kind resulting from water or the use of water on the customer's premises, unless such damage results directly from negligence on the part of Montgomery County. Montgomery County shall not be responsible for any damage resulting from any defect in the piping, fixtures, or appliances on the customer's premises. Montgomery County shall not be responsible for negligence of third parties or forces beyond the control of Montgomery County that may result in any interruption of service.

5.2 Customer's Responsibilities:

5.2.1 Location of Piping: Piping on the customer's premises must be arranged so that the connections are conveniently located with respect to the County's distribution and service lines.

5.2.2 Difficult Location of Piping: If the customer's piping is arranged so that Montgomery County or its agent must provide additional meters, each meter will be considered a separate and individual account and will be billed as such.

5.2.3 Accessibility of Meter: If a meter is placed on the premises of the customer, he/she must ensure the meter remains unobstructed and accessible at all times to the meter reader. If meter obstruction is not removed within seven (7) days notice, the County will disconnect water service to the meter, and bill all incurred costs to the customer.

5.2.4 Cut-Off Valves: The customer shall furnish and maintain a private cut-off valve on the user's side of the meter. Montgomery County shall furnish and maintain a similar cut-off valve on the County's side of the meter.

5.2.5 User-Side Maintenance: The customer's piping and apparatuses shall be installed and maintained at the customer's expense in a safe and efficient manner in accordance with Montgomery County's policies and procedures and in full compliance with the sanitary regulations of the North Carolina Department of Environment and Natural Resources.

5.2.6 Protection of County Property: The customer shall guarantee proper protection of the County's property placed on the customer's premises and shall only permit authorized representatives of Montgomery County or its representatives to have access to that property.

5.2.7 Cost of Repairs to County Property by the Customer: If a customer's negligence or wrongful act results in any loss or damage to Montgomery County property, or its agent's property, or if an accident or injury to persons or property is caused by or results from the negligence or wrongful act, then the cost of the necessary repairs or replacement shall be paid by the customer to Montgomery County and any liability otherwise resulting shall be assumed by the customer. The amount of such loss or damage or the cost of repairs shall be added to the customer's bill and, if not paid, service will be discontinued by the County.

6.0 SYSTEM OPERATION AND ADMINISTRATION

6.1 Access to Premises:

6.1.1 Authorized agents of Montgomery County shall have access at all reasonable hours to the premises of the customer for the purpose of installing or removing County property, inspecting piping, reading or testing meters, or for any other purpose in connection with the County's service and facilities.

6.1.2 Each customer shall grant or convey, or shall cause to be granted or conveyed, to the County a perpetual easement and/or right-of-way across any property owned or controlled by the customer wherever said perpetual easement and/or right-of-way is necessary for the County water and/or sewer facilities and lines to be able to serve the customer.

6.2 Voluntary Testing of Wells: In anticipation of Montgomery County extending water service to a particular area, the County may voluntarily test water quality in private wells at the County's expense in an effort to educate and encourage the customer on the benefits of connecting to the County water system.

6.3 Cross-Connection Control: The Montgomery County Public Utilities Director will interpret the County's policies regarding cross connection, will administer the program. The county will publish a Standard Specifications and Details Manual for all new construction. In this manual, all new water services as a minimum must be equipped with a dual check valve, which shall be located immediately downstream of the meter. All connections shall follow the requirements in 15A NCAC 18C.0406 (b) and Figure 2 in Appendix B of the Rules Governing Public Water Systems. Further, Montgomery County will enforce all provisions of the Federal Safe Drinking Water Act, the North Carolina Drinking Water Act, and the North Carolina State Building Code, as each pertains to establishing an effective ongoing program to control potential sources of contamination of the public water supply.

6.4 Customer Information, Complaints, and Public Education:

6.4.1 Customer information is provided by mass mailings, notes on monthly utility bills, the Montgomery County web site, and notification in local newspapers as needed.

6.4.2 A complaint regarding water service shall be directed to Public Utilities Customer Service. The customer may then appeal the complaint to the following, in order: the Finance Director, the County Manager, and finally the Montgomery County Board of Commissioners.

6.5 *Response and Notification of Water Quality Violations:* If a water quality violation occurs, the Public Utilities Director or his/her designee shall contact the NC Division of Water Quality or Public Water Supply, as appropriate, for assistance in finding a solution to the problem. Notice will be provided in accordance with prevailing state statutes or regulations.

6.6 *Safety Procedures:* All public utility employees whose job description requires field work are required to have safety toe shoes, hearing protection, safety glasses and any other safety device that is needed for specific jobs. Montgomery County adheres to OSHA standards for workplace safety procedures.

6.7 System Monitoring, Reporting and Records Maintenance Procedures

6.7.1 *Monitoring and Reporting:* Montgomery County collects samples of the water in its distribution system monthly and sends the sample to a State approved laboratory for testing for bacteria and other contaminants. The County reports the results to the State. In accordance with Rule .1525 (Reporting Requirements), Montgomery County reports monthly to the State the results of its monitoring program in a "Water Usage" report.

6.7.2 *Retention of Records:* The Public Utilities Director or his/her designee shall maintain water testing data and usage reports for a period of three (3) years.

6.7.3 *Water Supply Plan:* Every five (5) years, or more often if directed by the NC Division of Water Quality, Montgomery County will prepare a Water Supply Plan that records water usage, system capacity, and other important data to substantiate that Montgomery County has adequate water supply resources to meet current and future system demands.

6.8 *Licensed Operator:* The Public Utilities Director or his/her designee will obtain and maintain proper licensing required by the State of North Carolina.

6.9 Abridgement or Modification of Policies and Procedures

6.9.1 No promise, agreement, or representation of any employee or agent of Montgomery County shall bind the County except as agreed upon in writing by the Montgomery County Board of Commissioners.

6.9.2 No modification of any of the Policies and Procedures, including the Fee Schedule and the Standard Specifications, shall be made by any employee or agent of Montgomery County except as agreed upon in writing by the Montgomery County Board of Commissioners.

6.9.3 Amendments: From time to time, the Montgomery County Board of Commissioners, County Manager, and/or the Public Utilities Director shall review these Policies and Procedures, including the Fee Schedule and the Standard Specifications and Details for Water and Sewer, to determine the adequacy of each. The Board of Commissioners may amend each as needed at any time.

7.0 WATER AND SEWER LINE EXTENSIONS

7.1 Development Standards: The County is developing a manual for “*Standard Specifications and Details for Water Distribution Systems and Standard Specifications and Details for Sanitary Sewers in Montgomery County*,” which will be available at the Public Utilities Department. These documents shall be used by developers to plan water and sewer line extensions. Water and sewer lines can only be extended to developments that are designed in accordance with the Montgomery County Subdivision and Zoning Ordinances, which is administered and enforced by the Montgomery County Planning Department.

7.2 Extensions to Developments: Extension of water and sewer lines to major developments within Montgomery County’s service areas will be handled as follows:

7.2.1 A developer shall submit plans for proposed water and sewer line extensions for review and approval to the Montgomery County Public Utilities Department, Montgomery County’s engineer, and the North Carolina Department of Environment and Natural Resources.

7.2.2 The developer shall be responsible for installing water and sewer lines in accordance with the plans approved by Montgomery County, the State and other permitting agencies. The developer shall pay for the water and sewer lines and then dedicate them to the County for ownership, operation and maintenance. Verification of approval and as built drawings shall be provided to the County prior to acceptance of dedication.

7.2.3 All construction of water facilities must be done by utility contractors licensed in North Carolina and approved by MC Utilities Department.

7.3 Requests by Individual Parties for Extension: Parties interested in a water line extension shall be provided with a cost estimate that is compiled by the Public Utilities Director and/or the County’s Engineer. The cost of the estimate shall include the cost of the following items which, shall be the financial responsibility of the individual(s) requesting the extension:

- a. All pipe, fittings, valves, etc. (materials).
- b. Stone for backfill, driveway repair, etc.
- c. Asphalt or concrete for driveway repair, when necessary.
- d. Steel casing and materials associated with road or driveway bores.
- e. Installation charge.

7.3.1 The Montgomery County Public Utilities Department will incur the cost of all labor and equipment, except as noted in 7.3.2 below, necessary for the installation of the requested line extension.

7.3.2 The Montgomery County Public Utilities Department does not have the expertise to perform some construction aspects of installing water pipe and the costs associated with these services will be responsibility of the customer. These services that will be the financial responsibility of the customer include such items as blasting, specialty creek crossings, earth tunneling, etc.

7.3.3 For the line extension request to be considered at the regular monthly meeting of the Montgomery County Board, the customer must submit, on or before the 15th of the previous month, a payment to the Montgomery County Public Utilities Department equal to 10% of the estimated water line extension cost. This payment covers the processing of the request and the North Carolina DENR permitting fee. This fee will only be refunded if the line extension request is rejected by the Board or the State of North Carolina refuses to grant the extension.

7.3.4 Plans for the requested line extension must be prepared and sealed by an engineer registered to perform engineering in the State of North Carolina. Requestors of extensions for new residential, commercial or industrial development will be required to submit 6 copies of prepared plans to the Montgomery County for review and submission to the State. These plans should be submitted at the time the 10% processing and permitting fee are paid. All other extension plans may be performed by the County's Engineer.

7.3.5 Montgomery County reserves the right to reject any line extension request.

7.3.6 Following approval of the line extension by the Board, the customer is required to pay the remaining 90% of the materials cost estimate before the line extension will be included in Montgomery County Public Utilities Department's construction schedule. Scheduling of the approved line extension construction will be based on the following factors:

- a.* Eminent threat - the customer is currently using a water source that has been determined to be contaminated.
- b.* Date on which the full cost of the line extension was paid for by the customer.
- c.* Permitting through the NC DENR, Department of Transportation, or any other organization from which a permit may be required.
- d.* Additional projects and priorities scheduled by the Montgomery County Water Department.

7.3.7 From the date of Board approval, the customer has six months to pay for the line extension. If the extension is not paid for, in full, within six months the 10% processing and permitting fee is forfeited.

7.3.8 All new lines placed under this policy will be a minimum of 6" line unless specifically approved by the Montgomery County Public Utilities Director or the Board of Commissioners.

7.3.9 Approved construction materials must meet all specifications of the Montgomery County Public Utilities Department. Approved water pipe materials are as follows:

7.3.10 All line extensions for new residential, commercial or industrial developments will be ductile iron (D.I.), Class 50 for 6" to 10" pipe and Class 51 for 12" and larger pipe or C900 PVC pipe outside of locations requiring DI pipe.

7.3.11 For all other extensions of waterline with six-inch diameter pipe or greater, ductile iron, Class 50 for 6" to 10" pipe and Class 51 for 12" and larger pipe will be used.

7.3.12 Line extensions smaller than 6" pipe, may be C900 PVC pipe depending on the local pressures and only upon approval of the Public Utilities Director.

7.3.13 The Montgomery County Public Utilities Director may require modifications of the above specifications if it is deemed to be in the best interest of the Montgomery County.

7.3.14 Water line extension construction shall be undertaken only under specifications and oversight of the Montgomery County Public Utility Department.

7.3.15 If sufficient flow and pressure are determined to be available for the installation of fire hydrants on the requested extension, the individuals requesting the line may request a fire hydrant provided all material costs are paid for in advance and the hydrant can be installed during the construction phase.

7.3.16 All materials and supplies costs, as estimated by the Montgomery County Public Utilities Department, must be paid to the County in advance of the project being implemented. The Public Utilities Director or his/her designee shall submit a detailed summary of the cost of the materials and supplies actually used. Any over payment of materials cost will be refunded by the County. If an under payment is made, the Public Utilities Director or his/her designee will re-estimate the remainder of the project. Construction work will be terminated when funds are depleted and will resume when additional money is received by the Public Utilities Department.

7.3.17 Parties requesting a new line extension installed by the Montgomery County Water Department or involved in the payment of materials or special construction costs will be required to sign a *Statement of Assurance* that they have read the extension policy and understand the costs involved in the extension.

7.4 *Master Water and Sewer Plan:* Montgomery County is developing a Master Water and Sewer Plan. Extensions of water and sewer by developers or otherwise in Montgomery County shall comply with this Master Plan regarding location and size. If the County requests over sizing the lines to meet long-range planning needs, the County may participate in the additional cost.

7.5 *Requests from Other Jurisdictions:* Other jurisdictions requesting water or sewer services will be handled on a case by case basis, following a complete analysis via of a certified engineer as to quantity, quality, maintenance and other cost factors as determined by Montgomery County.