



Evergreen
Water & Sewer
DISTRICT 1[®]

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Procedures for New Developments and Extensions

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Flathead Water & Sewer District No.1 – Evergreen
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The District is committed to working with developers on new additions to the water and sewer systems. For properties located within the District's boundaries, developers must comply with all applicable rules, regulations, policies, and specifications of the District in effect at the time the project is submitted for District review and approval.

Preliminary Planning Meeting:

Developer and the Professional Engineer who will be designing the project and signing the plans should schedule a preliminary planning meeting with District Staff to go over the proposed scope of project before initial plans are drawn. At that meeting, we will discuss initial concerns, possible extensions of mainline services beyond the project, and provide a packet of our specifications and standards for the utilities needed. This meeting, free of charge, will hopefully streamline the review process by having issues or concerns raised before plans are drawn up. Design, construction methods, and materials must comply with the District's specifications.

Submission of Plans:

After plans are finalized, signed, and dated by the Professional Engineer, two printed sets of the plans size 24 x 36, the Engineer's Report and supporting materials will be provided to the District for review along with payment of the Initial Plan Review Fee per the District fee schedule in effect at the time. The two sets of plans must include scaled drawings of water and sewer utilities. The plans must also include plans for dry utilities such as gas, electric, phone, cable, and other underground utilities and a stormwater runoff plan to verify that the dry utilities and storm water improvements will not interfere with District facilities. Review by the District Staff of the dry utility and stormwater plans does not constitute approval of those plans.

The plans also need to identify what additional system upgrades or additions (such as downstream lift stations and other infrastructure) are necessary to accommodate flows from the proposed development.

If the District determines that its engineer must do additional system flow or demand modelling, such work will be performed at developer's expense. Any such system upgrades or additions identified by the District's engineer or developer's engineer must be included in developer's plans and provided at developer's expense.

Commercial and Multi-Unit facilities must have an engineer's "Instantaneous Demand Calculation" for sizing of service(s) which takes into consideration fixtures, fixture count, pressure zones, etc. In structures containing multiple rental units, multiple unit meters are allowed only if each meter is separately serviced from main to meter.

At the time plans are submitted to the District, developer must provide a letter from the Flathead County Planning and Zoning office concerning zoning and floodplain review of the proposed plans. Any County requirements concerning the floodplain must be incorporated into the plans.

An approval letter from the Fire Department that serves that area should also be provided at the time the plans are submitted for review by the District Staff. The letter should contain a statement of the required fire flow & duration, any other requirements and either approval of the hydrant locations and/or fire suppression proposed by developer or provide a description of what needs to be done to meet the Fire Department's requirements. The District may require additional system upgrades or additions that the District determines are necessary to meet the required fire flow demands. Any such system upgrades or additions must be included in developer's plans and provided at developer's expense.

Plan Review

The plans and other information submitted will be reviewed by the District Staff and the District's engineer no later than 60 days after the later to occur of 1) the submittal date written on the plans or 2) payment of the required plan review fee. Incomplete plans that do not meet the requirements outlined in this policy and the District's specifications and standards in effect at the time the plans are submitted will be rejected in writing by the District Staff within 10 business days of the submittal date on the plans.

Plans that are complete will be reviewed by the District Staff and District's engineer. Developer's engineer will be provided a written set of comments or changes by the District's engineer to be addressed and incorporated into a First Revised Set of Plans. The initial review fee paid to the District covers that first review and one subsequent review by District Staff of the First Revised Set of Plans completed by developer's engineer after receiving the initial written comments from the District. Any subsequent reviews by the District Staff and Engineer after review of the First Revised Set of Plans will have to be paid for by Developer as per the District's Fee Schedule in effect at the time. Plans will not be submitted to the Board for approval until all review fees are paid in full.

Consideration of the Final Plans by the District Board of Directors:

Once the plans have received a final recommendation by the District Staff and its engineer, the Plans will be submitted to District's Board of Directors at its next regularly scheduled meeting. Any conditions of approval recommended by District Staff will be included in the Staff recommendations. The meeting is a public meeting and developer, and engineer are welcome, but not required, to attend. The Board's

decision will be reflected in a Resolution provided to developer after the meeting. At that time, the District will provide a letter to DEQ and the County confirming the Board's approval or denial of the plans and, in the case of approval, the existence of any conditions of the approval or elements required for further review. The Board's Plan Approval expires two years from the date of the Resolution of approval. Thereafter, new plans must be submitted and the process through Board Approval must be followed.

District's review is separate from Flathead County, DEQ, and other required departments or agencies:

Developer must comply with all applicable requirements of DEQ, Flathead County, and any other applicable departments or agencies. The District will require an approval letter from DEQ, Evergreen Fire Department, and Flathead County Planning and Zoning before the Project may proceed with construction.

Main Extensions:

All projects involving main extensions of water or sewer require a written Main Extension Agreement between the District and Developer signed after Plan Approval by the District's Board of Directors. In certain circumstances, when a project involves work on or near existing District facilities, the developer may be required to post a bond or provide insurance with the District as a Named Insured. The bond or insurance policy must cover costs of repair of potential damage to District facilities and surrounding property, including costs of remediation that may be required, and costs and damages related to the loss of service of the existing facility. The amount of the bond or insurance policy will be in an amount to be determined by the District Staff and as a condition of the Plan Approval based on the project proposed.

A key requirement of the Main Extension Agreement is that the Developer must retain a full-time inspector who is approved in writing by the District in advance of the start of construction. The Inspector must provide a written inspection report to the District at least once per week. District Personnel will also have to inspect and approve certain connections, which can occur with advance notice during regular business hours.

No developer will be allowed to perform taps into existing District water mains. Taps will be made by District personnel or a contractor approved and retained by the District at developer's expense. Tap fees will be billed for time and materials after the tap is done by completed.

District Personnel may from time to time come to the project site to observe activities and installations and ask questions. These site visits are not to be relied upon by developer as a substitute for inspections as required in the Main Extension Agreement. If appropriate inspections are not occurring per the Main Extension Agreement or if the inspection reports identify issues of concern, the District may require developer to expose work already backfilled so that the District can examine the work to determine if the work is acceptable or must be redone. Developer should work closely with its engineer and Inspector throughout the project to avoid additional costs and time delays that correcting non-compliant work can create.

Developer is responsible for a safe and compliant work site and conditions. District Personnel may refuse to conduct observations or inspections of installations or perform other work, such as taps, if there is an unsafe condition on the property. Such a condition must be remedied in order to have the work proceed.

If the main extension will be located on private land, developer must provide the District with an easement for all properties affected by extension. The easement must allow unrestricted future extension of the main beyond the current development. Providing easements that are acceptable to the District is a condition of Plan Approval by the Board.

If the main extension or any service lines will be located in the County or State rights of way or roads, developer must also apply and pay for appropriate encroachment permits from the County. For occupancy permits from the State, the District will apply for the permit in the name of the District and developer will pay all associated fees and costs. Developer is responsible for road repairs as specified by the Montana Department of Transportation or Flathead County Road Department.

After all requirements above are satisfied, then construction may proceed. Any work done before prior to completion of the District's required process will not be accepted.

Upon completion of the Infrastructure according to the Approved Plans, the District must be notified, and time scheduled for District staff to perform final inspection, and to observe pressure testing and chlorination per the District's testing specifications. Areas of concern in Water or Sewer main lines may be noted by District staff and therefore require photo documentation by engineer of the laid line's placement (all installed ductile fittings, thrust blocks, and areas such as high ground water, utility separations, etc.) at developer's expense.

Chlorination procedures require two sets of Bac-T samples performed by the developer's engineer at the developer's expense, one set done after chlorine is flushed from system, and the other set performed twenty-four hours later. If the extension does not pass Bac-T tests, then the process will start over until the extension passes both Bac-Ts. If extension does not pass a second round, developer will be billed a fee of \$250.00 for each additional attempt to pass to cover additional expense to the District.

Once the pressure and Bac-T tests are successfully completed, the water main will become active, but no water meters will be supplied, or connections allowed until acceptance by the District of the entire project per the requirements below.

Sewer manholes shall be tested for leakage using a vacuum test conforming to the current edition of ASTM C-1244. Mainlines will be inspected via television camera at developer's expense after flushing before acceptance. A video recording of the television inspection shall be provided to the District at developer's expense.

Flathead County Water & Sewer District #1 - Evergreen, by EPA Mandate, follows City of Kalispell WWTP Pretreatment guidelines. Therefore, all grease traps and oil sand Interceptor designs must be presented to the pretreatment official at the Kalispell WWTP and signed off for approval. Then after installation of the grease traps and/or oil sand Interceptors, those fixtures must be inspected by the City of Kalispell and the Developer shall provide a copy of written acceptance by the City of Kalispell of the pre-treatment facilities before service can be put online.

Completion of Construction and Acceptance by the District:

At the conclusion of construction, developer's engineer will provide to the District a written certification in a form acceptable to the District that the project has been built per the Approved Plan. Engineer will create as-built plans and will supply the District with a digital copy in .DWG and PDF of the as-builts along with printed copy. Developer will be required to reimburse time and expenses for the District to collect GPS coordinates of valves, hydrants, curb stops, and manholes, etc.

Developer will also provide a written 2-Year warranty of all the facilities to be transferred to the District in a form acceptable to the District. Developer may be required to provide a warranty bond as part of the Main Extension Agreement to secure the provisions of the warranty. The amount of the bond will be set by the District based on the size and type of the project.

After review of the engineer's as-built plans and subject to developer's payment of all remaining fees and charges due at that time (excluding meter fees for individual lots or other fees allowed to be paid in phases under the terms of the Main Extension Agreement), the District will provide a written acceptance of the project. A letter from the District stating that all fees and charges due are paid and that the water and sewer improvements meet the District requirements is required by Flathead County Planning and Zoning and must be submitted by Developer with the application for the final plat.

Reservations of Sewer Capacity within the District's current sewer boundaries:

The District has limited sewer service capacity due to requirements in its agreement with the City of Kalispell for wastewater treatment. This capacity, measured by the EDUs for the project, is not guaranteed to developer until acceptance of the completed project by the District and payment of the District's applicable Sewer Facility Fees.

Approval of the Plans by the Board of Directors does NOT reserve sewer capacity for the project. Payment of the Sewer Facility Fees does not extend the deadline for completion of the project and acceptance by the District. If a project is not completed within TWO YEARS of the Plan Approval by the Board, the Sewer Facility Fees paid will be forfeited and the project plan will have to be resubmitted for review by the District and approval by the Board unless the Board grants a written extension, which is at the Board's discretion. If no extension is granted, developer will have to obtain approvals from the City and the District as a new project, subject to all the applicable rules, policies, procedures, fees and/or costs in effect at that time. Approved EDUs and associated sewer capacity reservations are not a property right of Developer and cannot be transferred, assigned, or sold.

For a project involving phases, no capacity will be reserved for each particular phase until approval and completion of that phase and payment of the applicable Sewer Facility Fees.