

# GRAND LAKE PUBLIC WORKS AUTHORITY

## CONSTRUCTION/PROJECT CHECKLIST POLICY - RESOLUTION NO. 98-3

April 17, 1998

1. Easement - Need to have a clear easement clause for each Contract which grants the Authority the specific right to cross private individual or association property to construct any water or sewer line or related facility to serve any Authority use.
2. Ownership:
  - a. When Project is being built new and being paid for by an entity separate from the Authority, permitting of facilities will be in Authority's Name. Ownership of facilities will pass to the Authority when water or sewer begin flowing.
  - b. When Project involves transfer of existing facilities, being operated by an entity separate from the Authority, to the Authority. Ownership of facilities passes when all obligations of the former entity are met and the Board of the Authority formally accepts the facilities.
3. Refund of Developers Cost - This is on a case by case basis, when the Authority is going to refund the Developer, contract must state what percent is being refunded of specific lines. All contracts should include a statement "Water and Sewer facilities not specifically listed in refund agreement become property of Authority without potential of future refund to Developer regardless of Authority use."  
  
Refund of Developers Cost - Should also state that Authority has the right to extend any lines terminating in the Development at the Authority cost to serve any other users.
4. Authority's Cost - Authority is to charge developer a fixed rate to cover Authority's expenses. Normal Authority expenses on projects include, but are not limited to:
  1. Legal
  2. Engineering
  3. Inspection
  4. Project Management
  5. Permits
  - 6.
5. Start up provisions - Detail of procedures for start up and connections, when fees start, how connections are reported and who is authorized to make connections.
6. System Design & Installation - System must meet Authorities specifications and quality standards.
- 7A. Maintenance Guarantee - When Developer is hiring Contractor, Authority needs maintenance guarantee for specific time period, this would typically be one year from time ownership passes to Authority.
- 7B. Maintenance Guarantee - Also when assuming maintenance for old existing system the Authority must approve the system and owners must bring up to DEQ specifications at owners expense. Also, maintenance guarantee for specific period.
8. Successor Clause - this has been included in all user agreements to date.
9. Permits - All permits must be in Authorities name.
10. When Project is significant, the Authority will publicize.