



JORDAN VALLEY WATER
CONSERVANCY DISTRICT

Delivering Quality Every Day

Jordan Valley Water Conservancy District

Procedure for Design and Construction of Wholesale Meter Stations

March 17, 2011

Procedure

1. Meet with District Engineering and Distribution Staff
 - a. Identify long term delivery flow rate (Member Agency's demand)
 - b. Determine best connection location to District's system
2. Prepare Meter Station Design
 - a. Follow District's Design Requirements
 - b. Identify time frame to shut down District's pipeline for new connection
 - c. Provide drawings for District comment at 10%, 50%, 90%, and 100%
 - i. Allow two weeks for review at each progress step
3. Obtain Design Approval Letter
 - a. Once the District is satisfied with the design of the meter station and pipeline connections the District's Engineering Department Manager will issue a design approval letter
 - i. Construction should not begin until this letter has been received
4. Retain Contractor
 - a. Consult with District on selection of general contractor and electrical subcontractors
 - b. Require a one-year warranty following construction completion
5. Construct Meter Station
 - a. Coordinate and provide 72 hours-notice with District shut downs and connections to District pipelines
 - b. Provide minimum 24 hours-notice to the District prior to placing backfill around pipelines or buried electrical installations and prior to placing concrete to allow for District inspection.
6. Final Field Review
 - a. Provide notice to the District of the completion of construction.
 - b. The District will evaluate the construction and prepare a list of any items which need to be addressed (punch list).
 - c. Complete the punch list items and request a follow up review.



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7. Prepare As-constructed Drawings
 - a. AutoCAD
 - b. PDF
 - c. Hard copy

8. Complete and Operational Letter
 - a. After the District has concluded the meter station is complete and as-constructed drawings have been received, the District's Distribution Manager will issue a letter of indicating the meter station is approved for operation
 - b. Once this letter has been issued the District will open the valve(s) and allow water deliveries to begin

9. One Year Warranty
 - a. At eleven months following issuance of the District's letter, invite the District to a warranty field review

10. Repair (if necessary)
 - a. At the end of Warranty Period repair or replace an equipment which is not working correctly