

August 25, 2011

Dear Resident,

The purpose of this letter is to notify you that additional funds are now available to offset some of the cost of connecting to City water for residents living near Battlefield Golf Club.

As you know, the City of Chesapeake has been working diligently to bring City water to your community. The construction project is complete, and at this time, all residents in the project area are required to connect to the public system. A copy of the letter sent previously to residents is attached, (Attachment 1), with the details on how to connect if you have not done so.

Over the course of this project, many of you have expressed concern about the necessity that residents pay for their own connection. We are pleased to inform you that Dominion has agreed to provide a pool of funds to reimburse you for reasonable connection costs, including the cost of installing a waterline from the City's meter to your home and the cost of disconnecting your well from your plumbing.

In order to apply for a reimbursement, residents will be required to submit a **copy of paid invoices** to the City. It will be helpful to include in the invoice an itemized description of the work performed. The City is responsible for determining if the invoices are reasonable in terms of scope of work and cost and making a recommendation as to whether the invoice should be paid. In order to expedite the review, please include complete contact information on the attached, Connection Cost Reimbursement Form, (Attachment 2), otherwise communication may be slowed by the necessity of using mail. The City will submit approved invoices to Dominion. When both parties agree that the cost should be reimbursed, a notice will be sent to an agent in charge of the escrow account and you will be reimbursed as quickly as possible. You should expect this process to take 6 to 8 weeks from receipt of your request for reimbursement.

Send your invoices to:

J. K. Walski, P.E., Director
Department of Public Utilities
P.O. Box 15225
Chesapeake, VA 23328

If a request is denied, you will be notified of the reason for the denial and will be given the opportunity to provide additional information. Partial reimbursements may be made under certain circumstances.

If you have questions, please contact Lizz Gunnufsen at 757-382-8366.

Sincerely,

J.K. Walski, P.E.
Public Utilities Director

Attachments: 1. Sample Water Project Completion Letter
 2. Connection Cost Reimbursement Form

C: William E. Harrell, City Manager
 Ronald S. Hallman, City Attorney
 Amar Dwarkanath, Deputy City Manager of Operations
 Mary Ann Saunders, Assistant to the City Manager



Sample of Previous Notice of Connection Letter

Department of Public Utilities
306 Cedar Road, 2nd Floor
Chesapeake, Virginia 23322-5225

Dear Resident:

As you know, the Chesapeake Department of Public Utilities has been working diligently to bring public water to your property in order to address concerns related to the fill material used at the Battlefield Golf Club. The Department is pleased to inform you that the construction in your portion of the public water improvements is complete, and public water service is now available to your property. Section 78-52 of the City Code requires all parcels bordering on a public road along which a water line has been laid to connect to such water line within six months from the time the lines are available for service. **The water line has been activated, and public water is now available to your property. Connection to the water line must be made by XXXXXXXX, 2011.**

In order to connect to the public water line, as required by the City Code, typically the property owner is responsible for all costs however; Dominion Virginia Power has agreed to pay the water line connection fees and water meter installation fee as noted below:

1. Payment of the water line connection fees. The amount of the water connection fee is based on the size of the water meter. A licensed plumber will be able to determine the size of the water meter needed to serve your property. The connection fee for a 5/8 inch water meter, which is typical for residential use, is \$3,108.00. In the event a larger water meter is installed, the connection fee will be higher.

Although recognizing the special circumstances of this case, the City is unable to waive connection fees due to bond covenants and other financing restrictions. However, Dominion Virginia Power has agreed to fund one meter connection per property.

2. Payment of the water meter installation fee. The amount of the water meter installation fee is based on the size of the water meter. A licensed plumber will be able to determine the size of the water meter needed to serve your property. The installation fee for each 5/8 inch water meter, which is typical for residential use, is \$150.00. In the event a larger water meter is installed, the installation fee will be higher.

For the reasons stated above, the City is unable to waive the water meter installation fee. However, Dominion Virginia Power has agreed to fund one meter installation per property.

3. Installation of a private service line. A private service line must be installed to run the water from the City's water meter to your home. This type of work generally requires the engagement of a licensed plumber. A plumbing permit will be required before connecting the private service line on your property to the water meter.

Although recognizing the special circumstances of this case, the City is unable to use public funds for private improvements and cannot, therefore, assume the costs associated with the installation of private service lines.

4. Disconnect wells and water softeners. All wells and water softeners must be disconnected from your household piping. A licensed plumber will be able to do this work.

For the reasons stated in Paragraph 3 above, the City is unable to assume the costs associated with the disconnection costs.

Upon payment of the fees and installation of the water meter, you will begin receiving bi-monthly water bills, which are based on the amount of the water consumption. The minimum monthly charge for water service is currently \$18.50 per month.

Section 78-52 of the City Code allows for the use of an alternative water source other than the City system in cases where the landowner has legitimate health concerns relating to the consumption or use of City water. Should you have any questions regarding the criteria for use of an alternative water source, please call the Department of Public Utilities, Engineering Division, at 382-6671.

The City has also established the Utility Review Board, which hears appeals from the payment of connection fees due to financial difficulties and other specific reasons. The complete list of grounds for waiver from connection fees is set out in Section 78-51 of the City Code. Should you wish to file an appeal, please call the Department of Public Utilities at 382-6401.

Very truly yours,

J. K. Walski
Director, Public Utilities

cc: William E. Harrell, City Manager
Ronald S. Hallman, City Attorney
Amar Dwarkanath, Deputy City Manager of Operations
Mary Ann Saunders, Assistant to the City Manager

Connection Cost Reimbursement Form

Please attach this form to a copy of paid invoices. Please complete all the information requested and print clearly. Items with * are required. The review process will take 6-8 weeks.

*Request Date: _____

*Name: _____

Property Address

*Street: _____

*City/State/Zip: _____

Owner Address if Different from Property Address

Street or PO Box: _____

City/State/Zip: _____

***Select One**

- Mail Reimbursement Check to **Property Address**
- Mail Reimbursement Check to **Owner Address**

Contact Information

*Daytime Telephone Number: _____

Email Address (if available): _____

Return To
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Department of Public Utilities
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