



April 30, 2013

Dear Resident: **Central Water Project Update**

On behalf of the Town of Pilot Butte Council, this is to provide you with an update on your Central Water Project.

Water Distribution System Work in Contract B-West of 6th Street

Line Boring of Water Service Connections

- The Line Boring of Water Service Connections work by the Town contractor has begun and/or completed on 7th Street, 8th Street and Courtside Crescent, and the crew will be moving onto 3rd Avenue, 4th Avenue, 9th Street, Solar Street, Meadow Road and Meadowview Crescent next week.
- You will be contacted by the Town to set up your appointment time when the crew is in your area, if we have your signed agreement. The appointment takes 2-4 hours with the work being done from 7am to 7:30 pm Monday to Thursday and 7am to 4pm on Friday. You must be home during the appointment. We ask you be available to schedule your appointment within the timeline for your area. Once the line boring is completed in your area, the water main crew will be following to install the water main.
- The location for your water line connection/service connection will be as per drawing/discussion at the sewer line locating appointment.
- There are two crews doing the work starting on May 6, so the work is planned to move quickly throughout the west side of Town, area by area and street by street until completed.
- Invoicing of the \$3500 which includes \$100 for the sewer line locating will be done upon completion of the work to your property and the Town receipt of the contractor invoice for the work done. We are requesting payment within 30 days after the Town invoices you. If the invoice is not paid by December 31, 2013, the amount will be added as a lump sum to your taxes and the applicable penalties will be applied.
- The scheduling of the appointments for the line boring and follow up is now being done by Jessica, who has been hired by the Town to assist me with the water project items. Thanks to Debbie for all her hard work – we will miss you. Best wishes to Debbie in her future endeavours!

Installation of Water Service Line Connections(using the line boring method with the Town contractor)

- The contractor will dig a hole on Town property close to your property line.
- The contractor will directionally bore from the property line into your house and pull the line through the access hole in the basement floor.
- The access hole in your basement floor will be repaired with cement or wood depending on your basement, by the contractor.

Use of Own Contractor for Water Service Connections

- If you are planning to use your own contractor to install the water service line into your home, you must notify the Town. Please be advised that your contractor cannot make the connection at the Town curb stop without Town approval due to warranty issues.
- We do encourage you to install your water service line prior to the water mains being installed and the re-pavement of the roads in your area.
- The hook-up cost is \$750 to hookup your water service line to the Town curb stop, with invoicing upon

completion of the hook-up. If this fee is not paid, it will be added to your taxes.

Water Mains Installation

- The water mains crew plans to install the water mains in the next following areas:
 - Completion of 1st Avenue
 - Railway Avenue from 6th Street to Courtside Crescent
 - Courtside Crescent
 - 100 Block 8th Street
 - All of 7th Street starting on the 100 Block

- No Parking Notice with Water Mains Install
 - On behalf of the Town, this is to provide you with notice that when the Town contractor plans to be installing water mains in your area adjacent to your property, **we are asking for your co-operation to find an alternate location to park your vehicles and personal property other than on the town boulevard/streets where the water mains are being installed. A synvoice/website notice will be sent out and posted as to the actual dates the work is being done in your area.**

 - There will also be restricted vehicle access into your property when the water mains are being installed adjacent to your property.

 - Due to the nature of the work being done, please relocate your vehicles and personal property during the certain period of time. The Town can enforce Section X of Town Bylaw #13-2011, which states:
 - *“ That a Designated Officer is hereby authorized to enforce towing services by way of removal, impoundment or storage of any vehicle that is found unlawfully parked, placed, left or kept on any street, public parking place, other public place or municipality-owned property within the Municipality. Any vehicle so removed or impounded or stored, shall be released to the owner of the vehicle upon payment of the costs for the towing services related to the removal or impoundment or storage, within a period of 90 days after the date of the towing services.”*

 - Thank you for your co-operation. We apologize for any inconvenience this may cause and appreciate your patience.

Resident Prepayment Incentive Program-Frontage/Local Improvement & Service Connection

A reminder of Council’s prepayment incentive on the estimated water mains frontage/local improvement and service connection costs being offered to the residents and will be considered a deposit until the actual costs are known at the completion of the project.

The remaining incentive rates are:

- 2% discount if paid from April 1, 2013 to May 31, 2013; and
- 1% discount if paid from June 1, 2013 to July 31, 2013

The discount provides the residents a method to reduce your costs and provide interest on your funds if you have it available.

If you require the estimated cost of the frontage/local improvement and service connection fee to your property and the amount you will save by participating in the Water Project Prepayment Incentive Program, please contact Jessica at 781-6251 or pbadminassist3@sasktel.net. We will accept a portion of, or the total amount of the estimated costs for your property.

The frontage/local improvement and service connection costs are estimates at this time. Once the project is complete and the Town has determined the actual costs, a Notice of Special Assessment will be sent to you for the Local Improvement portion and invoices for both portions will be sent to you with a timeline for payment upfront. This is expected to be in late 2013 or early 2014. If the invoices are not paid up front, these costs would be added to your taxes (with 6% interest added) annually for 10 years commencing in 2014.

Water Treatment Plant Progress/Water Line Flushing/Water Meters Process

We are waiting for the final commissioning of the Water Treatment Plant which has been delayed until sometimes in May 2013.

Once the water treatment plant is fully commissioned and operating, information will be provided by newsletter in the near future on the schedule for the flushing of the water mains and water service lines to the homes in Contract A firstly then in Contract B, providing of the pre-assembly system for the water meter, the turn on of the Town water supply to the homes, and the water meter installation process. We know some of you are anxious to get your plumbing done in your home and have the Town water supply turned on to your homes-we are working to make this happen soon.

Please check the Town's website for regular updates on the project at www.pilotbutte.ca. Please don't hesitate to contact me, at the Pilot Butte Town Office at 781-4547, option #1 or e-mail me at pbprojectmgr@sasktel.net if you have any questions.

Sincerely,
Darlene Woloshyn
Town of Pilot Butte Project Manager