

RURAL WATER DISTRICT NO. 4, FRANKLIN COUNTY, KANSAS RULES AND REGULATIONS

Adopted 01/20/2005

These Rules and Regulations have been published and adopted by the Board of Directors Rural Water District #4, Franklin County, as provided in its By-Laws to provide for a uniform supplying and taking water service for the benefit of the district and its members. These rules and regulations are subject to change from time to time.

Definitions: The following expressions when used herein will have the meanings as stated below:

Applicant: Any individual, firm, partnership, corporation or other agency owning land or purchasing land on contract located within the district, applying for water service.

Benefit Unit: A right entitling the holder to one water benefit (subject to board approval) and one vote at the annual meeting, regardless of the number of units owned, provided the benefit unit has not been forfeited and is in good standing.

Benefit Unit Agreement: A standard form provided by the district to be completed by the applicant for the installation of a water tap, service and meter.

Board: The Board of Directors of Rural Water District No. 4, Franklin County, Kansas.

Consumer: Any individual, firm, partnership, corporation or other agency receiving water from the district's facilities and owning or occupying land located within the district in which one or more benefit units have been subscribed and paid for.

Point of Delivery: The point of delivery shall be at the meter, unless otherwise specified in the Application.

Service: The term "service" when used in connection with the supplying of water shall mean the availability for use by the consumers of water adequate to meet the consumers' requirements. (provided, however, the district shall in no way be deemed obligated to supply water for fire protection purposes, and such purposes are specifically excluded from the term "service").

Application for Water Service and Water User's Agreement: The agreement or contract between the consumer and the district, pursuant to which water service is supplied and accepted.

Water Service: A water service shall consist of facilities for supplying water to one residence or business establishment located on land within the district. A landowner must purchase a benefit unit and accept a water service for each residence or business establishment served.

Cross Connection: Any physical connection or arrangement between two (2) separate piping systems; one of which contains potable water of the public water supply system, and the second water of unknown or questionable safety, or steam, gases, chemicals, or substances whereby there may be backflow from the second system to the public water supply systems.

VARIANCE FROM RULES AND REGULATIONS

The district may vary from the rules and regulations contained herein as the Board may in its sole discretion determine appropriate.

AMENDMENTS

By action of the Board of Directors at any regular meeting or at any special meeting called for that purpose, the Board may amend or repeal all or any part of these rules and regulations.

GENERAL RULES

Amended March 11, 2020

Reviewed and Approved

1. The supplying and taking of water will be in conformance with these Rules and Regulations. If at any time, the Board of Directors determine that the total amount derived from the collection of water charges is insufficient for the payment of operating costs, emergency repairs or debt service, the Board shall increase the minimum water rate for the first month and thereafter in an amount sufficient to pay such operating costs, emergency repairs or debt service.
2. Applicants for service shall make an application to the district at their office during business hours. The application will then be submitted to the district's engineers. If approved by the engineer, the application will go before the Board of Directors for approval at the next regular meeting. The applicant shall submit an application for each service requested.
3. Service is for Sole Use of the Consumer: and does not permit the extension of pipes to transfer water from one property to another, nor to share, resell, or sub-meter of water to any other consumer, nor does the district permit temporary connections to its system for consumer use.
4. The District through its Board of Directors, may make specific water service contracts with the Federal Government, State of Kansas, or agencies thereof, school districts and municipal corporations differing from stipulations set out in the rate schedule and rules.
5. Right of Access: Representatives of the District shall have the right to enter upon consumers premises to read and test meters, inspect piping and to perform other duties for the proper maintenance and operation of services or to remove its meter and equipment upon discontinuance. Meters are to be made accessible at any time and at all times to the district's personnel, outside fences, free and clear of scrubs, brush, trees, derbis and Buildings/Structures. District personnel shall have the right to trim or remove any trees, bushes, limbs, derbis, buildings/structures, which are within the easement or that would endanger their safety.
6. Continuity of Service: The District will make all reasonable efforts to supply continuous, uninterrupted service. However, it should have the right to interrupt the service for the purpose of making repairs, connections, extensions, or for other necessary work. Efforts will be made to notify consumers who may be affected by such interruptions, but the district will not accept responsibility for losses, which might occur due to such necessary interruptions.
7. The district does not accept responsibility for losses which might occur due to interruptions to service caused by storms, strikes, floods, or other causes beyond its control.

BENEFIT UNITS

The board shall determine the availability of Benefit units for subscription and establish the unit price for said subscription.

The subscriptions for benefit units shall be given preference and priority in the order in which they were received. The board may refuse the subscription for a benefit unit in favor of a particular tract of land located within the district or impose special conditions on granting of said subscription and the furnishings of water pursuant thereto would impair the service of other water users in that locality or be uneconomical, unfeasible or place an undue burden on the district.

The consideration paid for Benefit Unit shall be considered a donation to the district and shall in no event and under no circumstance be refunded to the subscriber.

Each benefit unit shall entitle the owner not to exceed one line from the district's water system. Each line shall serve not to exceed one living unit contained within a building or structure. In other words. Each living unit or each business shall require a separate Benefit Unit.

PURCHASE OF BENEFIT UNIT

In purchasing a Benefit Unit, each applicant shall first enter an "Application for Water Service and Water users Agreement" and pay for an engineer's study. The owner(s) of the land shall designate the tract of land by legal description and address in which the Benefit Unit shall be assigned by supplying a copy of warranty deed showing ownership and legal description. Each applicant shall sign (if needed) an easement. Commercial applicants shall supply copy of warranty deed as well as a plot plan showing location of building(s). The Benefit Unit shall follow the title of the land except as may be permitted by the Board.

Upon approval of the Board, the subscriber shall begin paying the monthly minimum water fee whether the meter is set or not.

CROSS CONNECTION

There shall be no physical connection between any private water system and the water system of the district. Representatives of the District shall have the right at all reasonable hours to enter upon consumers premises for the purpose of inspection and enforcement of their provision. Violation of the provision shall constitute cause for disconnecting of a customer's service and possible forfeiture of the Benefit Unit.

The district does enforce a strict cross-connection policy as approved by the Kansas Department of Health and Environment for the protection of the water supply system but in no way shall be held liable for consumers non-compliance of its policy.

Details regarding cross-connection shall be addressed in the Cross-Connection Control Program as established by the district.

COMMERCIAL PROPERTY

Other than typical residential service, the district provides guidance for the consumers in selecting the appropriate size of water meter to best serve their needs. The following stipulations will be required on anything larger than typical residential meters and shall be subjected to board approval upon submission of zoning, plans, specifications and type of business:

- a) Each meter shall service one residence and only one residence:
 - 1. Each living unit in a multi-family residential unit shall constitute a separate residence.
 - 2. At the district's options, a single meter may serve multi-family and residential property with the landowner responsible for payment of all charges on that meter. The meter size, benefit unit cost and monthly minimum fee shall be determined by the district.
- b) Each meter shall serve one business building and only one. In such case as a commercial complex of business buildings, each building shall be served by one meter upon district approval and the following conditions.:
 - 1. The Business building may contain more than one tenant, and such tenants shall be of low usage. A separate meter shall supply manufacturing and industrial businesses.
 - 2. There shall be only one bill, which shall remain in the name of the owner of the benefit unit who will be Solely responsible for payment.
 - 3. Depending upon the type and nature of business, the district may at its option require backflow protection as specified in the district's Cross Connection Policy. It shall be the responsibility of the landlord\benefit unit holder to notify the district of change in tenants affecting the water usage and potential hazard to the water supply requiring a backflow device.
- c) The district shall monitor the usage of each commercial meter's usage on a monthly basis. For any period of three consecutive months during which the maximum monthly demand that permitted for the meter size provided to such user, the district shall require:
 - 1. Curtailment of such excess use, or
 - 2. Require the user to purchase a meter of the size, which permits usage equal to or greater than such users use over such period. Purchase of a larger meter shall require payment by the user of the difference between the current cost of a meter of the size then in use by the user and the meter being purchased.

SUGGESTED METER SIZE

Under average conditions with one or two bathrooms per unit- the following meter sizes are recommended:

Dwelling Description	Max Flow Rate	Average Daily Demand	Maximum Monthly Demand	Meter Size
Single Family Residence	20 GPM	3,000 GPD	135,000 Gallons	5/8"
Ea. Building 2 to 10 units	50 GPM	7,200 GPD	324,000 Gallons	1"
Ea. Building 11 to 20 units	100 GPM	14,400 GPD	648,000 Gallons	1 1/2 "
Ea. Building 21 to 30 units	160 GPM	23,000 GPD	1,035,000 Gallons	2"
To be approved by the board	450 GPM	648,000 GPD	19,440,000 Gallons	3"

METERS

Meters shall be set in an accessible place inside applicant's property line at the direction of the district. Generally, meters will be set next to the driveway next to the road\street. The district does not run service lines. Applicants shall run their service line from the point of entry of applicants building to the location of the meter as approved by the district.

Before installation, applicants shall have final grade completed at the site of meter location and have address on property for locates, the district does not participate in locates on the private side lines only on the districts side. If the district's is called back to raise or lower meter setting, consumer will be charged based on contractor rates.

Meters shall be made accessible; outside fences and free and clear of shrubs, brush, trees, debris, buildings/structures.

All meters shall be set horizontally and never connected into a vertical pipe. Meters must be set outside of a building and shall be placed in a meter box furnished and installed by the district.

LOSS OF METERED WATER

Payment is required for all water registered on the meter, regardless of what happens to the water after being metered.

In the event of loss of metered water by consumer, the board may, in its sole discretion, grant the consumer terms for payment. Failure by the consumer to comply with the terms of payment extended by the board shall constitute cause for termination of service and for forfeiture of the benefit unit.

PAYMENT FOR SERVICE

Amended March 11, 2020

Reviewed and Approved

Each Benefit Unit shall carry with it the obligation of paying monthly charges for service and metered water as well as all the charges associated therewith.

The owner of the Benefit unit shall be responsible for the unpaid water service and/or cost of repair to the district's meters and/or equipment caused by the Benefit unit owner, tenants or others, or risk forfeiture of the Benefit Unit.

Failure to pay for services when due, or willful violation of the Rules and by-laws of the district shall subject the Benefit Unit owner to termination of service and forfeiture of the Benefit Unit in accordance with the following procedure.

1. The Benefit Unit owner will be notified of the default by mail, sent to the last known address of the party(s). Such a notice shall give the final payment date before discontinuation of service.
2. If service remains unpaid for (6) six consecutive months, the Benefit Unit shall be revoked. Upon forfeiture of the Benefit Unit, the district, at its discretion, may disconnect the service line from the supply and water main, remove the meter setting and abandon or remove the service line.
3. Only Benefit Units involuntarily forfeited shall be eligible for reinstatement. The board shall reinstate any Benefit Unit forfeited non-payment of fees and charges upon payment of:
 - a. All fees and charges due to the district in addition to any fees and charges that would have accrued since the date of forfeiture; and
 - b. A Benefit Unit reinstatement fee which shall not exceed 20% of the district's new Benefit Unit fee which shall be set fourth in the district's Rules and Regulations.
 - c. The Benefit Unit may be reinstated for a cause other than non-payment upon.
 - d. Applications for reinstatement must be received by the district not more than (36) months after the date of forfeiture.
 - e. Along with the written application for reinstatement signed by the land owner requesting reinstatement, the District shall be provided payment in full of the balance due to the district as of the date of forfeiture, together with a reinstatement application fee of \$100.00, plus an amount equal to the monthly minimum fees that would have been due and payable on account of the forfeited Benefit Unit from the date of forfeiture to the date of application for reinstatement and an Engineering Study Fee.
 - f. The board of directors may decline to approve reinstatement for good cause, including but not limited to, non-feasibility of service as determined by the district's engineers.

Except as stated above, the forfeiture of a Benefit Unit shall be permanent, and all rights and privileges automatically revoked.

RETURNED CHECKS

If a check is returned for any reason the consumer is required to immediately pay the entire balance of account plus the returned check fee to avoid disconnection of service. If the account is not immediately paid, service will be terminated, and the consumer will then be required to pay all fees associated with reinstatement.

1. Returned checks and fees may only be paid by my money orders or cash.
2. Two (2) returned checks with a 12-month period will require all future payments from this patron to be made by money order or cash. The district will no longer accept personal checks for payment from this patron.

BILLINGS

Amended March 11, 2020

Meters are generally read around the 25th of each month. Bills will then be rendered by the 1st of each month following that in which service was used or a new application approved (regardless of whether the meter has been set or not) as set forth in the rate fee schedule.

Failure to receive a service bill shall not excuse the consumer from his/her obligation to pay. It shall be the consumer's responsibility to call.

1. Payment method: the district accepts cash, money orders, MC, VISA, Discover and checks (there will be a 3.9% convincing fee for use or credit or debit cards). You may also elect to have automatic withdraw from your bank account or pay online through our website.
2. Late Charges: Bills are due by the 15th of each month and shall be become delinquent on the 16th of each month and assessed a 10% late charge.
3. Disconnection: Failure to pay a bill by the first (1st) day or the following month, in which the bill is rendered, shall result in the disconnection of service.
4. Reconnection Fee: there shall be a charge of \$100.00 for reconnection of service after each suspension, either due to nonpayment of service or violation of the rules. The reconnection charge and all delinquent amounts plus all current bills must be paid in full before service may be restored.
5. Tampering: with the meter can result in forfeiture of the Benefit Unit.
6. Estimated Bills: Every effort will be made to read the meters each month, however, due to weather conditions or other unforeseen conditions, bills may be estimated based on prior usage.

Bills may be estimated at an increase rate for any of the following reasons:

- a) No address displayed.
 - b) Endangerment from dogs or other viscous animals.
 - c) Any violation of policy resulting in meter malfunction or inaccessibility.
7. Testing Credit: Each residence that is used for testing purposes shall receive a credit of \$3.50.

TRANSFER OF BENEFIT UNIT

It shall be the consumer's responsibility to anticipate charges of occupancy and have his/her benefit Unit transferred to the new consumer.

Transfers of Benefit Units shall be permitted upon the following conditions:

1. The required transfer form is completed and filed with the district.
2. Transfer is from one landowner to a new landowner on the same tract of land
3. The transfer fee (\$50.00) is included with the transfer form.
4. Satisfaction with all outstanding charges for water service and/or repairs.
5. Completion and signing of a new water users' agreement by the new owner.

Owners must notify the district of the need for a final meter reading prior to the final date of their forwarding address. Seller must satisfy their account before transfer can be completed.

WATER MAIN EXTENSION POLICIES

1. General:

- a. When anyone desires a water main to be extended to any property within the district to serve one or more applicants or a subdivision, they shall make an application to the district as a petitioner.
- b. The total cost for such extensions and existing system improvements to provide the applicant shall pay for adequate service to such property without any recourse for a refund, in whole or in part, by the district.
- c. The total cost shall include the cost of engineering, easements, construction, inspection, insurance, bonding permits and all other overhead expenses.
- d. Engineering is to be provided by the district, the prescribed fee with a completed water main extension petition. The district will review the petition and report findings to the petitioner if the project is approved and the petitioner wishes to proceed, the petitioner shall deposit 70% of the probable project cost with the district to initiate engineering design, if deemed necessary.
- e. Only the district's contractor or designee will then install the project. If it is deemed unfeasible by the board of directors' contractors to install said project, it will then be publicly advertised for bids and the competitive bids taken by the district at a public bid opening. Line and equipment specification shall be solely within the board's discretion.
- f. Fire hydrants may be installed on appropriate existing mains subject to the district and their engineer's approval and the requirement of the appropriate city/county, provided that the person or persons requesting the fire hydrant pay the full construction costs.
- g. No installation of lines or hydrants shall occur until the applicant has provided all the necessary easements or shown dedicated utility rights-of-way on recorded plat and provided the district with a copy of such recorded plat. Applicants must also pay all costs in advance.

2. Water Main Extension Petition.

- a. The applicant for a water extension shall apply to the district for a water main extension using appropriate forms provided by the district. The petition deposit shall be paid upon submittal.
- b. The district will review the petition for the main water extension and will take appropriate action.

3. Water Main Extension Agreement

- a. After acceptance of the water main extension petition, the petitioner shall complete and enter into a water main extension agreement with the district making appropriate deposits as directed therein.

4. Construction of Water Main Extension.

- a. The preparation of the drawings, specifications, and contract documents; and if deemed feasible, bidding procedure; the award of construction contracts; and the construction shall be in accordance with the district's policy.
- b. During the construction the district will provide inspection of the construction and obtain measurements for record and payment of contractor.

5. Payment and Adjustment of Deposits

- a. After the main extension has been completed and all costs have been determined (including construction, engineering and all other overheads) if the actual cost thereof is less than the deposit, a refund of the difference shall be made to the petitioner within 30 days. If the actual cost thereof is greater than the deposit, the petitioner shall make an additional payment to the district for the difference, within 30 days' notice.

6. Interest on Deposits

- a. The district shall pay no interest in the applicant's deposits.

7. Title to Extension.

- a. Any extension shall pay no interest in the applicant's deposits.

8. Over Sizing

- a. The district reserves the right to oversize a water main extension beyond that required to serve the petitioners need. In the event that the district determines to oversize, the cost thereof shall be paid by the district or by the petitioner, as determined by the district and/or its engineers.

9. Right to further extend.

- a. The district reserves the right to further extend the water mains from and beyond each water main extension made under the districts policies. The petitioner making a deposit for an extension shall not be entitled to any refund for the connection of a customer or any extension there from.

10. System Improvements.

- a. Nothing herein shall be so constructed as to prohibit the district from installing at its expense, transmission, and fire and reinforcing mains.

WATER MAIN EXTENSION PROCEDURES

1) General.

- a. The district will administer the preparation of documents and construction of main extensions.

2) Procedures.

- a. The district will:
 - i. Provide petitioner (developer or property owner) with a copy of the following:
 1. Water main extension policies.
 2. Water main extension petition.
 3. Water main extension agreement.
- b. Provide petitioner upon request:
 1. Policies for preparing main extension design and if deemed feasible bidding documents.
 2. Main extension easement policies.
 3. Main extension drawing standards.
 4. Main size, routing, connection and material policy.
- c. Advise petitioner of districts planning that may affect extension sizing.
- d. Accept main extension petition and fee deposit.
- e. Prepare and provide the petitioner with a preliminary report and opinion of the probable cost of main extension.
- f. Prepare the main extension agreement for petitioners' signature and accept probable project cost deposit.
- g. Prepare and design documents.
- h. Accept balance of project deposit and if deemed feasible, prepare bid invitation and contact potential bidders and publicly advertise.
- i. Prepare and issue documents to bidders.
- j. Receive bids, review and make an award with approval of petitioner.
- k. Conform contract documents.
- l. Inspect construction and measure quantities.
- m. Making payment to contractors.
- n. Prepare record drawings based on construction records.
- o. Make accounting of final project costs and make appropriate adjustments according to policy.

POLICES FOR PREPARING WATER MAIN EXTENSION DESIGN AND BIDDING DOCUMENTS

1. General:

- a. When a property owner wishes to have a water, main extension constructed within the boundaries of the district, the following policies will govern the orderly preparation of design documents and construction of facilities.

2. Preliminary:

- a. Petitioners will submit to the district three (3) copies of preliminary plat approved by an appropriate government agency.
 - 1. Information on required fire flows, if any.
 - 2. Water demands for commercial and industrial uses.
 - 3. Prescribed fee.
 - 4. Completed water main extension petition.
- b. The district will provide petitioner one (1) copy of the preliminary report and the probable costs along with a copy of the districts water main extension agreement form for subsequent submittal.
- c. The district will provide policies on easement and legal description requirements and other data required on an as needed basis for preparation of water main extension drawings and specifications.
- d. The district will provide information on water main extension sizing that if affected by planning. The district may provide other known requirements specific to the proposed extension.

3. Pre-Design Submittals:

- a. If a petitioner wishes to proceed with the project, petitioner must sign a water main extension agreement and deposit with the district 20% of the probable project cost.
- b. The petitioner shall submit, along with the signed water main extension agreement and deposit, three (3) copies of the following.
 - 1. Design drawings for the proposed development showing right-of ways, easements meeting city/county requirements streets and storm drains, sanitary sewers, grading and lighting, hard copies of computer-generated drawings accompanied with a magnetic formatted drawing are acceptable.
 - 2. A preliminary plat or legal description of easements for construction and permanent right of ways on property crossed by proposed water main outside of development site or otherwise not shown on development site plat.
 - 3. Any special conditions to supplement the district's standard specification.

4. Supplementary Pre-Design Submittal Information.

- a. The petitioner's development drawings shall be accompanied by information on the type on residential development (except single-family) or proposed industrial or commercial use. This information must be sufficiently detailed to reveal:
 1. Number and arrangement of dwelling units.
 2. Character of commercial or industrial water use, such as maximum demand rate, average and maximum day usage rates, or any other pertinent feature.
 3. Commercial or industrial building size, location and use, as well as details of fire protection requirements.
- b. This information will be used by the district to verify the size and type commercial or industrial use water meter and the character of its installation will use this information. The sizing of water mains more than the minimum size may be affected by this information.
- c. When grading plans are not required by political jurisdictions, the petitioner may be required to show planned grade changes within thirty (30) feet of the pipe alignment.
- d. Where extension traverse property outside of petitioner's property, sufficient ground or contour information shall be provided to illustrate differences between pipe alignment profile and adjacent roadway and ditch elevations. This information shall be used in preparation of the water main extension drawings.
- e. Where pipeline is proposed on existing district or other utility easements, the petitioner shall furnish a copy of such existing easements with the design submittals.

5. Design Document Preparation and Review.

- a. The district shall, upon receipt of satisfactory information from petitioners, proceed with the design of water main extension documents. Upon completion of design, the district will submit two (2) copies of documents for review.

6. Exceptions to Standard or Policies.

- a. The district's board of directors will review and comment on any reasonable change that the petitioner may wish to make at variance with the district's standards or policies.

7. Petitioners Project Authorization.

- a. When the petitioner wishes to proceed with construction of the water main extension, he shall, after reviewing and approval of design documents, make a deposit balance, if any. Agreement shall be accompanied by a certified legal plat of development showing dedicated utility easements for any construction outside of development.

8. Bidding Procedure

- a. If deemed feasible, the district will make design documents available to prospective bidders and other interested parties.
- b. The district will set the place, date and time that the bids will be received and so notify the petitioner. The district will issue a bid invitation to known bidders in the area and any others that the petitioner wishes of the project.

- c. Bids and bidder qualifications will be reviewed by the district and made available to the petitioner, if desired, for award to an acceptable bidder who may or may not be the low bidder. Upon acceptance of bids and prior to the award of a contract, the petitioner will be required to deposit, with the district, any additional cost. After any necessary additional deposit is made, the contract will be awarded by the districts board of directors at a scheduled meeting or at the direction of the board, by a designated representative of the districts.
 - d. The district will proceed with the execution of a construction contract and provide inspection during project construction and make progress payments to the contractor at the developer's expense. Conformed to construction, record drawings (as builds) will be prepared by the district from information obtained during construction.
- 9. Project Abandonment.**
- a. The petitioner may abandon the project by written notification received by the district by certified mail no later than 72 hours after the bid opening and before contract award. Upon project abandonment, the district will return petitioners deposit money, less the amounts expended for engineering, surveying, testing, legal and other project costs.

WATER EXTENSION EASEMENT POLICIES

Easement Requirements.

Petitioners shall provide all easements and right-of- ways necessary for water main extension construction, at no expense to the district.

Within proposed platted developments where grades are established by curbs and other permanent constructions, the pipeline may, upon approval, be laid within a permanent dedicated utility easement as shown on the recorded plat of the development showing location of storm drains, sewer mains and all other utilities. The pipeline will generally be located behind curbs, drains, etc. in some cases, permanent easements may be required for construction of large mains, etc. see typical easement arrangements (Figure 1).

Pipelines to be laid outside developments, parallel to existing roadways, will generally require easements. The permanent easement is to be adjacent to and contiguous with existing road right of ways and of such width as to extend a minimum of twenty (20') feet in width with the main being constructed sixty (60') from the centerline of existing roadway. Temporary construction easements will normally be required adjacent to permanent easements or road right of ways where the pipe is laid. See typical easement arrangement (Figure 2).

Easements outside platted developments and at the option of the district easements required inside platted developments would be prepared and filed by the district at the expense of the petitioner.

The above minimum requirements and the district reverses the right to require additional coverage, if needed.

Typical Easements Arrangement Interior water lines **Platted Subdivision with Grades and Curbs** **(Figure 1)**

WATER EXTENSION DRAWING STANDARDS

Drawing Preparation

1. Preparation of water main extension drawings shall conform to the following requirements and guidelines.
 - a. Preferred drawing size is 24" by 36" and shall not exceed these dimensions in overall size. Standard water district drawing sizes will be used.
 - b. Drafting media shall be in ink on the matte surface mylar or vellum, as acceptable to the district. Line work shall be dense enough to make quality prints. Media shall allow corrections and changes of lines and details. Original drawing will be changed to reflect construction records and be used to make prints for operational uses. The district will store reproducible drawings in a secure manner with accessibility for future use.
 - c. Sheet title block shall indicate:
 1. Name of development, subdivision or other description approved by the district.
 2. Name of petitioner.
 3. Name of engineering firm preparing drawings
 4. Kansas engineering registration seal. This may be applied adjacent to the title block.
 - d. Drawings of pipeline plan shall have a scale of 1" equals 50'. Detail plans of pipe alignment around structures or other obstructions may have a scale of 1" equals 20' or less
 - e. Details of pipeline connections and other fittings and valve locations shall have sufficient size and dimensions to convey meaning but not be to scale. Plan drawings and details shall have sufficient title and North arrows to identify locations.
 - f. Pipeline drawings may be drawn in part or entirely on standard plan and profile sheets. This may be needed to illustrate grading, stream crossings, parallel or intersecting roadway profiles, and other pertinent vertical location data.

