

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: March 20, 2024

Submitted By:

Staff

Agenda Item:

Discussion and possible action regarding a policy for recovering expenses incurred due to contractor caused water line breaks

Description:

At the March 20 City Council Meeting, Council Member Sara Hutson brought this topic to City staff in light of recent contractor caused water line breaks. The current Public Works and Administration staff have an internal policy to require reimbursement for costs incurred by the City from Crossroads, the City's water operator, to fix a contractor caused water line break. Staff currently does not have a policy on recouping payment for water lost during a break. The draft policy considerations below were provided to Council at the meeting.

This policy aims to outline the notification and reimbursement process for expenses incurred due to contractor-caused water line breaks, safeguarding the integrity of our water infrastructure, protecting public health and safety, and minimizing the environmental and financial impacts of such incidents.

Draft Policy Language

Notification Requirement and Mitigation Measures

A contractor or person who causes a water line leak or break must notify the city immediately by calling (512) 328-1900. Additionally, they are required to call 8-1-1 for "Emergency Locates."

They should then remain at the scene, mitigating the break to any extent possible and securing the area to allow for city vehicles and equipment to access the property and line break. They will be required to provide contact information to city employees or their representatives when asked.

Reimbursement of Expenses Incurred by the City

A contractor who causes a water line leak or break will be responsible for the costs the city incurs in responding to and repairing the pipe. If there is an active construction permit for the site, the responsible party will be responsible for these expenses. Costs that will be charged to the contractor/responsible party for reimbursement include:

- Employee/Third-Part Labor (Including Overtime)
- Materials
- Equipment
- Estimated Water Loss

Estimated water loss will be calculated based on various factors, such as the pipe diameter, water pressure, the duration of the water loss caused by the break, and the pipe burst area or size of the hole or break in the pipe. Contractors will be charged for the water loss in accordance the City's residential rate water rate structure.

The City Council requested input from the Utility Commission regarding this draft policy and whether additional information should be included. Staff will use this input to help in the drafting of the policy and necessary code amendments to make the policy enforceable.

Action Requested:

To review and provide input on a policy for recovering expenses incurred due to contractor caused water line breaks.

Fiscal Impacts:

The City will be able to recover the costs associated with contractor caused water line breaks, saving the city's water fund (and the Residents) money.

Attachments:

- None