

## MEMORANDUM TO THE INDUSTRY

TO: All Builders, Developers, Engineers, Site Contractors, and  
Distributors Engaging in the Installation of Loudoun Water's Systems

FROM: Huy Tran, P.E., LEED AP<sub>(BD+C)</sub>, Program Manager, Developer Relations

DATE: April 1, 2024

SUBJECT: Loudoun Water Q12024 Update

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### **Rate Study for Rates, Availability Charges and other Fees**

In its December 9, 2021 meeting, the Loudoun Water Board of Directors adopted rates, availability charges, and fees for the years of 2022, 2023, and 2024 in the following categories:

- User Rates for Water, Sanitary Sewer, and Reclaimed Water
- Availability Charges
- Connection Charges
- Plan Review (base and per linear foot) fees
- Inspection (minimum and per linear foot) fees
- Closed Circuit TV (base and per linear foot) fees
- Record Drawing (base and per linear foot) fees

Loudoun Water's Board has approved a rate study to determine the rates, charges, and fees for the upcoming 3-year cycle of 2025, 2026, and 2027. Loudoun Water has enlisted a 3<sup>rd</sup> party consultant to evaluate and provide recommendations for these rates. Information will be available through BoardDocs and a public hearing. The recommended changes will be available to the public and the development industry in the Fall.

### **Updates to meter costs**

Due to the supply chain issues, Loudoun Water continues to see extended lead times and increased costs from many manufacturers and suppliers. Loudoun Water updates its meter costs semi-annually in June and December every year. We continue to monitor, communicate, and coordinate with our vendors to ensure proper inventory levels are met. Please communicate with Loudoun Water the dates of your meter needs, as this will assist Loudoun Water in ensuring we have the size meter(s) on hand in our inventory.

### **Engineering Design Manual (EDM) 2024 Update**

Loudoun Water is in the process of updating the EDM. Loudoun Water has collaborated with NVBIA/NAOIP through multiple sub-committee group meetings throughout January and February and has responded to comments and requested clarifications. The EDM has been submitted to the

Virginia Department of Health (VDH) for their review and approval. Once VDH has approved the proposed edits, the EDM will be finalized and go into effect, which is anticipated to be in Fall 2024.

### **Geotechnical Report Requirements for Cathodic Protection**

As part of the EDM update, proposed changes will be incorporated into Appendix E – Corrosion Control. These updates will affect the geotechnical soil reports and the information provided in their submissions that Loudoun Water will be requesting. Once the EDM is updated, depending on the size of the metallic water or sanitary sewer pipeline and some other consequence of failure factors, soil information will be required to determine the level of cathodic protection design a pipeline requires. To eliminate multiple mobilizations and trips out to the field to obtain soil samples and testing, Loudoun Water recommends geotechnical firms to provide the following soil classifications, information, and tests in their reports:

- USCS Soil Classification
- pH of the soil
- Presence/ Amount of Sulfides
- Presence/ Amount of Sulphates
- Water Level (historic water level and observed water level)
- Resistivity

Tests should be performed in the soil layer that the pipe is anticipated to be surrounded by, typically between 4-5 feet of depth. The tests should be taken approximately every 1,000 feet and within 10 – 20 feet of the alignment of the pipeline. If rock is encountered prior to the depth of the pipeline, the soil tests shall be run on the backfill material.

### **Cathodic Protection**

As part of the EDM update, changes are being incorporated into Appendix E – Corrosion Control. These updates will affect when and how often the cathodic protection test reports are submitted. To ensure a complete functional cathodic protection system, Loudoun Water will require cathodic protection test reports to be submitted and reviewed prior to passing Beneficial Use Inspection and a second report confirming results to be submitted and reviewed prior to passing Final Inspection.

### **Land Development Process Updates and Reminders**

Reminder to the industry that effective January 1, 2024 the following Land Development processes went into effect:

- Loudoun Water website –The UER submission form has been updated to provide a more efficient process for submitting plans.
- Loudoun Water’s approval letter has been updated and better outlines Loudoun Water’s processes and requirements for construction permitting.
- Reminder that a plan review checklist is required to be completed and submitted by the consulting engineer with every plan submission. The checklist can be downloaded on Loudoun Water’s website.
- Reminder that prior to Loudoun Water’s construction permit issuance, all documents stated in the approval letter are required to be submitted as one complete package. Partial/piecemeal submissions of individual documents will **not** be accepted.

### **Private Manhole Covers**

Effective immediately, manhole covers are to be labeled per the AML requirements without field manipulation of the cover (i.e. grinding/welding). Correct manhole covers are to be in place prior to Loudoun Water passing Beneficial Use Inspection. Loudoun Water's Approved Materials List (AML) requires manhole covers to be distinguished differently if private. Specifically, private manholes are to have covers that state "Private Sewer". Please note this is a current requirement in the AML.

### **Hydrant Flow Tests Map – Existing Reports**

An Interactive Map of existing flow test reports has been recently added to the Loudoun Water website. Customers are encouraged to use this map to check if a flow test already exists that will meet their needs. All reports on this map are available free of charge. This is a self-serve service and reduces Loudoun Water staff's requirement for printing and sending existing reports. If customers need new tests, the procedure to apply for a new test remains in place. For more information on obtaining existing tests or requesting a new test, see the Loudoun Water website: [Hydrant Flow Test | loudounwater.org](https://www.loudounwater.org/hydrant-flow-test)

### **Offsite Work – Requirements for Letter of Permission/Temporary Construction Easement/Notification**

Requirement options when installing off-site infrastructure in existing Loudoun Water easements are published on the Loudoun Water website ([Guide to Easements | loudounwater.org](https://www.loudounwater.org/guide-to-easements)) and included in the approval letters, as applicable.:

- Temporary Construction Recorded Easement or Letter of Permission from Off-Site Property Owner
  - Installation of water and sewer infrastructure that cannot be performed in the existing Loudoun Water easement will require either a recorded temporary construction easement or a Letter of Permission from the off-site Property Owner. Documents will be required to be submitted with the online Construction Permit Submission Package.
  
- Notification to Off-Site Property Owner
  - Installation of water and sewer infrastructure that can be performed in the existing Loudoun Water easement will require a Notification to the Off-Site Property Owner. Copies of the notification documentation and certified mail receipt will be required with the online Construction Permit Submission Package.

### **Documentation for Loudoun Water only easements**

When submitting Loudoun Water only easement deeds and plats, additional supporting information such as a copy of a title report, may be requested to confirm the correct and current entities, beneficiaries, trustee, or authorized signatories.

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