

**Procedure for Old Lead/Galvanized Services
Service Reconnection on Water Projects**

3/19/2007



1. Letters to owners of property affected by project.
2. Owner contacts LWS to let us know they are interested in a new service line and financing option. LWS also informs customer that they may have the plumber of their choice do work.
3. LWS contacts Project Manager or Lead Inspector to inform them of owners request.
4. Project Manager makes contact with Project contractor to let them know intentions of owner and to get a proposal for service line replacement (stop box to meter).
5. Contractor's Plumber makes site visit and prepare's cost proposal for owner.
6. Plumber/contractor gets copy of proposal to Project Manager, then forwards copy to LWS representative.
7. LWS attaches Price Proposal, LWS Service Valve Cost, to Right of Entry agreement and makes copy for owner to review, Owner is informed about time frames to have agreements finalized as per letter originally sent.
8. Owner contacts LWS, agrees to proposal and wants new service line, LWS makes appointments for signing of Right of Entry agreement.
9. Property Owner, LWS Representative, and Notary Republic meet with owner to explain service process and get signatures. R.O.E. must be notarized.
10. Owner and LWS Representative sign Right of Entry Agreement in presense of Notary Republic.
11. Copies of agreement and proposal are sent to the following:

*Copies: Project Manager, Lincoln Water System - Bill Fish, Owner of Property
Robyn Cruse-Miller, Project Contractor, Original: Mayors Office for Signature*

Original Signed by Mayor, returned to Robyn_Cruse Miller for file.
12. Project service replacement proceeds, LWS is contacted for service inspection when complete.
13. Plumbing Contractor invoices Project for service.
14. Invoicing is placed on customers water bill.

NOTE: One Dollar payment referred to in agreement will be deducted from Owners Water Billing by a debit in the Water Business Office (Alan Liermans Office).