

<h1>POLICY MANUAL</h1>	Date Adopted: July 9, 1979
Classification: ENGINEERING OPERATIONS	Date Last Amended: 09/12/83; 01/08/98
Subject: Basin Excavation	Approved By:

1. It is the policy of the District to minimize the development cost of master plan retention-recharge basins by encouraging the use of such basins as sources of fill material.
2. The District shall provide administration, engineering control and inspection of all excavation activities conducted by all firms, agencies and contractors in District basins.
3. It is determined that those benefiting from such use of District basins shall bear the costs incurred by the District in the administration, engineering control and inspection of such excavation activity. Therefore, the District shall establish and maintain a schedule of fees to be levied concurrently and in conjunction with the issuance of excavation permits for the removal of material from District basins.
4. The District basins will be made available to anyone requiring fill material provided they meet the following minimum requirements:
 - (a) Maintain appropriate insurance as required by the District, including naming the District as additionally insured.
 - (b) Execute and comply with a District basin excavation permit.
 - (c) Not be subject to or previously precluded from issuance of a permit for prior deficiencies related to an excavation permit.
 - (d) Payment of the permit fee in accordance with the District's master schedule of service charges, Ordinance No. 90-1, for basin excavation.
5. The District shall take no action granting entitlements, authorizations or approvals until such fees required by the provisions of this policy are paid to the District, except as provided in this policy.
6. The fees, rates, and administrative provisions set forth by the District shall be reviewed and amended when determined necessary by the District, in accordance with Ordinance No. 90-1.

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7. The District shall, at its discretion, determine which sites are available as sources of fill material based on its determination of need for capacity, recharge, maintenance or other operational considerations.
8. The General Manager shall establish procedures which assures the contracting community an ability to secure permits and obtain priorities for fill material. The procedures shall provide methods which minimize conflicts and facilitates an equitable process for contractors to bid projects requiring fill material relying upon District basins.
9. Excavation permits shall include the following general conditions for excavation in the District's basins:
 - (a) All material must be removed and the basin graded in accordance with the permit.
 - (b) Staking of the basin is the responsibility of the contractor.
 - (c) Any basin dewatering necessary to facilitate excavation must be provided by the contractor, unless specifically provided otherwise in writing on the permit.
 - (d) The contractor must remove only the quantity of material specified within the permit.
10. The District may, at its discretion, accept all or a portion of the excavation permit fees required by this policy and District Ordinance No. 90-1, in the form of extraordinary work or services determined essential by the District and provided to the District by the permittee. All such work must be of equal or greater value and documented in writing by the permit.
11. The District may execute with other public agencies short or long term contracts for the excavation of District basins when determined by the District to be essential to its interests, and/or when reciprocal value or considerations are extended to the District by such agency.

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12. In those cases involving excavation in District basins determined by the District to be sites of high priority excavation needs, the District may negotiate additional incentives to secure timely site excavation with private or public entities.