

# **HIAWATHA WATER DEPARTMENT**

Rules and Regulations

City of Hiawatha, Iowa

## **Updates to Rules and Regulations**

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*To the extent any rules or regulations contained herein conflict with the International Plumbing Code, as adopted by the Hiawatha City Council, the International Plumbing Code controls.*

## ARTICLE I

DEFINITION: Unless the contents specifically indicate otherwise, the meaning of terms used in the following rules and regulations shall be as follows:

“Board” shall mean the Board of Trustees, Municipal Water Department, Hiawatha, Iowa.

“City” shall mean the City of Hiawatha, Linn County, Iowa.

“Common Hallway” shall mean an area shared by more than one occupancy that is accessible during business hours by the Water Department operators.

“Consumer” shall mean any individual, firm, company, association, society, corporation or group utilizing the facilities and accessories of the Water Department.

“Corporation Stop” shall mean a valve for joining a service pipe to a street water main. It is owned and operated by the Water Department.

“Curb Box” shall mean a round pipe like housing over the valve extending to the surface of the ground for access to the valve.

“Curb Stop” shall mean a shut off valve in a water service line buried between the curb and lot line of a customer’s premises.

“Service Pipe” shall mean a water pipe laid from a water main into the premises to be served with water. The service pipe shall include the corporation stop, lead-in pipe, curb stop box and shutoff, and all valves and pipes inside the building through which water passes before it reaches the water meter.

“Water Department” shall mean all facilities and accessories for producing, treating, pumping, storing and distribution of water for public use.

“Water Main” shall mean any pipe laid by the Hiawatha Water Department or agents thereof or accepted by the Water Department in streets, alleys, or other grounds, which is a portion of the water distribution system of the City and which is intended to be tapped in the prescribed way for water service pipes to consumers.

“Valve Box Top” shall mean a housing that encloses the curb box allowing it to be poured in concrete; this allows access to the curb box and will move with the pavement during the freeze and thaw cycle without moving the curb box.

**ARTICLE II  
ADMINISTRATIVE ORGANIZATIONS**

- Section 1. The Hiawatha Water Board of Trustees (hereinafter “Board”) shall consist of five resident electors of the City of Hiawatha, Linn County, Iowa and the Board members shall be appointed by the Mayor of Hiawatha for a term of six years.
- Section 2. The Board shall hold their regular meetings the third Tuesday of each month and necessary special meetings can be called at any time by the Chairperson or at least two members of the Board. A majority of the total number of members will constitute a quorum, three in the case of the five member Board. Without a quorum, no business will be transacted and no official action on any matter will take place. An affirmative vote of the majority of the total number of members present (all three members of a quorum of three must vote affirmatively in order for any issue to pass) will be required for the exercise of the powers or functions conferred or imposed upon this Board.
- Section 3. In the event the Chairperson is absent for a meeting, the remaining members may hold any necessary meeting and the member next in line for Chairperson shall act as Chair for the meeting.
- Section 4. The Board shall consider and act on all matters presented to them and the order of business shall be as follows:
- a. Approval of the agenda
  - b. Approval of consent agenda, consists of:
    - 1. Last month’s Water Board Minutes
    - 2. Water Department Financial Report
    - 3. Water Department Bills
  - c. Business: new and unfinished.
  - d. Non-Agenda Items
- Section 5. The Board shall keep an accurate and complete record of all meetings held, and the record of such proceedings shall be kept in a permanent minute book.
- Section 6. The organization of the Water Department shall consist of the following:
- a. Administration: includes the Board, Water Superintendent, Water Systems Supervisor, Water Clerk, engineering consultants, and legal counsel.
  - b. Accounting and Collections: includes the Water Clerk.
  - c. Plant and Distribution: includes the distribution employees, plant employees, and services person(s).

**ARTICLE III  
RULES & REGULATIONS**

WATER REGULATIONS: The regulations of this Article shall be considered a part of the contract with every person or business who uses water supplied by the City through the Water Department, and every such person or business who uses water shall be considered as having expressed his, her or its agreement to be bound thereby.

**NON-COMPLIANCE WITH THE FOLLOWING RULES AND REGULATIONS WILL RESULT IN VIOLATION OF HIAWATHA CODE OF ORDINANCES CHAPTER 90 WATER SERVICE SYSTEM.**

**Section 1. APPLICATION FOR WATER SERVICE**

- a. The applicant agrees to accept and pay for such service monthly from time such service begins at the regular schedule of rates charged by the Water Department. The Water Department's agents shall have access, at any reasonable hour, to meters and appliances to inspect and to read, to discontinue service for non-payment of any account due the Water Department from applicant, for the purpose of removing meters or any property belonging to the Water Department or for any purpose whatsoever relating to this service. The Water Department is authorized to conduct a credit check for all applicants.
- b. All applicants shall complete the Water Department's form requesting water service. All applications for water service must be made by the property owner, or by the owner's agent listing the street and street number where such water is desired.
- c. A meter deposit shall be required from any applicant who is an owner or renter of the property to be serviced. The deposit will be retained by the Water Department in a non-interest bearing account to be applied against any unpaid water bills or other charges due to the Water Department at the termination of service. The remainder of the deposit shall be refunded to the applicant at the termination of service or after two years of good credit with one delinquent payment allowed.
- d. A non-refundable reconnection fee will be required of any new consumer requesting water service to be turned on at a property where the water has been terminated due to non-payment or if a previous consumer requests the water to be terminated upon move out. The reconnection fee will be paid prior to water service being turned on.
- e. A refundable delinquent deposit will be charged after a consumer has been disconnected twice within a 365 day period or moved out of Hiawatha and moved back. The delinquent deposit will be equal to two average water bills (rounded up to the nearest whole number) of the delinquent account within the last six months

or a double deposit. The delinquent deposit will be refunded at the same time as your original water deposit.

- f. **DISCONTINUING AND RENEWING SERVICE FOR RENTAL PROPERTY:** Consumers desiring to discontinue water use shall give notice to the Water Department which shall then cause the water account to be put into the property owner's name, unless other arrangements are agreed to by the Water Department.
- g. **CONTRACTOR'S SERVICES:** When temporary water service is desired by contractors or builders for water to be used at the construction site, the contractor or builder shall make application to the Water Department. The charges for such service shall be at the same rate as other services.
- h. See Red Flag Policy
- i. Requirements for reading water meters.
  - 1. All water meters in the system shall be read at least once a month.
  - 2. Construction meters will be charged by how many gallons used from a beginning meter reading to an ending meter reading.

**Section 2. WATER RATES (See Appendix 5)**

- a. Water rates are subject to change and are set by the Board by resolution. Water will be furnished at the current monthly rates based on the meter size.
- b. In billing water service rentals, the current rates shall be applied separately on the consumption through each meter, or on the total set of meters if placed on one service pipe in parallel so as to discharge into a supply pipe.
- c. Contractors can request a hydrant meter by contacting the Water Department. The Water Department will set and remove any hydrant meters. Contractors or builders will be charged according to the Water Department's fixed charge schedule. **\*See Appendix 6**

***CONSTRUCTION FEES***

- a. All contractors or builders shall complete an application for a construction meter. Failure to complete an application for a construction meter shall be considered a violation of these rules and regulations and shall be subject to a municipal infraction. There will be a refundable deposit for every water meter checked out. Included on the application shall be the serial number and current reading of the meter. Before the contractor or builder picks up the water meter, the deposit for the water meter must be paid in full. All deposits shall be retained by the Water Department in a non-interest bearing account to be applied against any unpaid

water bills or other charges due to the Water Department at the termination of service.

- b. At this same time the consumer meter shall be paid for by the contractor, builder or person responsible for the property. Cost of the consumer meter is based off of size of the meter and shall change as prices for water meters change.
- c. When the property is ready for a consumer meter, the construction meter shall be removed by the Water Department and the contractor or builder shall be billed for the exact amount of water used. The Water Department shall take the final bill out of the deposit that was paid. The contractor or builder will either receive a check back for the remainder of the deposit or a bill for the amount that exceeds the deposit.
- d. The construction meters shall follow the same guidelines as a consumer meter and if damaged or stolen, the contractor or builder shall be charged the cost of the meter, forfeit their deposit and pay for an estimated water usage.

**Section 3: PAYMENT OF BILLS**

- a. All water service shall be subject to the current rates with no preference given to domestic or commercial consumers. **\*See Appendix 5**
- b. A bill for water services shall become delinquent on the 20<sup>th</sup> day of the billing month, and a penalty charge for late payment thereafter shall be included in the statement. One exception applies, if the 20<sup>th</sup> day of the month falls on a weekend or a holiday, the water bill due date will be extended by one (1) extra day. Twelve days after a bill has become delinquent a shut-off notice shall be issued or as required by law.
- c. After a bill has become delinquent and due process served, the water shall be shut off from the premises and shall not be turned on again until all charges due for services, together with any reconnection fees applied to the water account, have been paid in full.
- d. All bills for rents and other services are payable only at the Water Department office and such institutions as shall be designated by resolution of the Board.
- e. Any consumer requiring additional time to pay the bill or cannot pay the entire bill must sign a payment agreement prior to disconnection. Default of any payment agreement shall result in discontinued service upon proper notification.
- f. In the event of water termination for non-payment, the water bill shall be paid in full including any charges incurred with the termination. All payments shall be made at the Water Department office Monday through Friday in the form of cash, credit card or money order before water will be reconnected. The Water



Department will not accept a check to have water reconnected after termination for non-payment.

- g. If a payment is returned to the Water Department, a charge shall be applied to the account. A new payment shall be made within one week after the initial payment was returned in the form of cash or money order. If a second payment is returned within one year, the Water Department will no longer accept such payment. Future payments must then be made by cash or money order for up to one year.
- h. ACH (Automated Clearing House - automatic withdrawal) is offered to any water consumer through the FrontDesk online payment system from GWorks Billing Software Company. All ACH payments will be taken out of the specified account on the 15<sup>th</sup> of every month. If a consumer has an existing water account with a deposit and opens a second water account, the Water Department may waive the deposit on the second water account if the consumer sets up both accounts for ACH.
- i. In accordance with Iowa Code § 384.84(4)((d)(1–4)) all landlords will need to complete a Water Lien Exemption form to avoid a water lien being placed on their property because of an unpaid water and sewer bill by a tenant. The forms are available at the Water Department.
- j. For the purpose of certifying unpaid rates or charges to the County Treasurer under Iowa Code § 384.84(4)(a–d) the Board designates the Water Superintendent. The Water Superintendent will also be designee for all other delinquent fees and charges.
- k. Customer Credit/Debit card payment receipts will be attached to the daily close out paperwork received from the credit card company as part of the daily deposit. Paperwork is then kept in a locked fire proof safe until the card payments are reconciled at the beginning of the following month. Once the credit/debit card payments are reconciled, the printed receipts are shredded.

Credit cards may be taken over the phone by the Water Clerk for manual entry on a specific case by case situation. If a payment is taken over the phone for manual entry all paperwork associated with said entry shall be immediately shredded when payment has been approved.

### ***REFUND OF PAYMENT***

- a. Refunds will be made to consumers who have paid meter deposits when they give notice to the Water Department office to discontinue service. The amount refunded shall be based on the amount of water used since the last meter reading.

The final bill will be taken out of the meter deposit and the remainder of the deposit will be refunded.

- b. No refunds or discounts on water rentals shall be made because the premises have been vacant or no water used, unless the water has been shut off by the Water Department upon written request of the property owner or consumer.

### ***RESPONSIBILITY FOR PAYMENT***

- a. Water service accounts shall be kept in the name of the most recent applicant at a given address. Only such person or persons shall be recognized as the consumer.
- b. Payment of water service accounts shall be the responsibility of the applicant for the water service. Payment will be accepted from others but accepting such payments shall not subsequently relieve the applicant from the responsibility of paying water rentals or other service charges when due.

### **Section 4. SERVICE CONNECTIONS**

- a. All water service connections and pipes, setting water service fixtures in streets, public grounds and in premises to be serviced by City water shall be made by the Water Department or by duly licensed plumbers. No water service shall be installed by the Water Department, a plumber or any other person, within fifty feet of any portion of a private sewage disposal system on the premises served per the International Plumbing Code as adopted by the City.
- b. Taps or connections, if needed to the water mains, will be made by the Water Department or a licensed plumber engaged by the applicant. Connections will be made at the cost of labor, materials and overhead expenses. No taps or connections to the water mains shall be made by anyone except by the Water Department or by a designated agent of the Water Department.
- c. If an assessment or connection fee for water main costs has not been made against the property for which the water service connection is sought or property owner has not otherwise contributed to the cost of the water main, all charges shall be paid before the water main is tapped. Charges are based on actual cost at the time the work was completed.
- d. The City may make repairs and installations at any time deemed necessary by the Water Department at prices and terms to be established from time to time by the Board. When no prices have been established, charges shall be made at the actual cost of labor, material and overhead.

- e. It shall be the Hiawatha Water Department's Policy, as determined by the Hiawatha Water Board of Trustees, to provide water to any property requesting water service and fire protection.

The Hiawatha Water Department understands the need to provide water to residential property owners. The Hiawatha Water Department realizes that it is currently in a position to provide water for use, as well as for fire protection to people living within the city limits of Hiawatha. Additionally, the Hiawatha Water Department is currently in a position to provide water use to residential property owners residing outside the Hiawatha City Limits.

Residential property owners located outside the Hiawatha City Limits may make a request for water service/fire protection to the Hiawatha Water Department Superintendent in writing for consideration. The request for water service will be discussed and considered at a future Hiawatha Water Board meeting. At that time, the Water Board will determine the feasibility, availability, and costs associated to provide water to for the request.

If the water request is approved by the Hiawatha Water Board, the request will then follow Section 18, Water Main Extension to New Developments of the Hiawatha Water Department Rules and Regulations. Water Rates for residential customers outside the Hiawatha City Limits will be calculated at 150% of the current water rates established by the Hiawatha Water Board.

### ***SEPARATE CONNECTIONS***

- a. There shall be separate service pipes laid from the main to each building wherever there is a water main laid in front or rear of such buildings. All service pipes shall be laid in a straight line at right angles to the water main, and connections made within two lines drawn parallel to the sides of the building to be served, but not more than three feet outside of these -lines. Where service pipes are laid at the premises where there are no water mains available for direct connections, a small temporary main will be permitted to be laid as provided under Section 5 of this Article. In all cases, each building served must have an independent service shut off.
- b. If a service pipe or connection which is not being used is found to be leaking, the Water Department may, without notice, turn off the water, and charge the expense thereof to the current property owner served by this connection.
- c. CONNECTION BETWEEN DIFFERENT SERVICES: When there are two or more water services on premises, the piping from each service must be kept separate, and no connection made from one to the other.

**Section 5. SERVICE PIPES:** Shall comply with Hiawatha Plumbing Code as adopted in Chapter 156 section 156.13 of the Hiawatha Code of Ordinances.

- a. That portion of the water service pipe from the water main to the meter, up to two inches in size inclusive, must be laid with copper pipe or Polyethylene flexible pipe SDR-9 CTS (Copper Tube Size) Class 200 PSI tubing with SS Liner (stiffener) and Tracer wire. Polyethylene pipe shall conform to AWWA C-901 standard and ASTM D-2737

**IF POLYETHYLENE TUBING SDR-9 CTS IS TO BE INSTALLED IN PLACE OF COPPER TUBING, THE SDR-9 CTS SHALL BE INSTALLED AS LISTED BELOW.**

Fittings used on polyethylene pipe shall be as listed below or equal to:

Corporation Stop: To be AY McDonald 74701BQ full port ball valve or equal.

Curb Stop: To be AY McDonald 76100-3Q full port ball valve or equal. Or Straight coupling 74758Q.

Meter Valve: a meter valve AY McDonald 74602MW-B3Q or 76100MW-3Q full port ball valve with lockwing to be installed inside the structure so as to receive City water meter directly.

All brass fittings must be 300 PSI rated. As of January 2014 per EPA Ground Water Rules, all contractors will have to conform to low lead or no lead brass.

At the time of installation, the water service shall be one continual piece of piping without splices or connections from the corporation stop to the curb stop and one continual piece from the curb stop to the meter valve located inside the structure. There shall be no splices or connection under the footing or flooring made in the water service piping. If a splice or connection is needed, contractor shall get approval by Water Superintendent.

Curb box lids shall be able to have tracer wire bolted to it. Lids to be AY McDonald 5607LTW or equal.

A water service pressure test may be required of all new installations of water service lines along with the water main, from the corporation stop to the curb stop at the time of installation.

A water service pressure test may be required of all new installations of water service lines from the meter valve to the curb stop before the water meter is set and water service is started for the property.

- b. Plumbers installing water service pipes shall close the curb shut off and leave it closed upon completion of their work. Water service pipes that are installed from the water main to the inside of the building and are not put in service, but are charged (turned on) up to the curb stop, shall have a water tight plug or a soldered joint cap installed at the end of the service pipe inside of the building.
- c. The size of the water service and supply pipes to dwellings shall be based on the following schedule:

Minimum size water service and supply pipes to single family dwellings, I.D., 1 inch diameter pipe.

Minimum size water service and supply pipes to apartment, motel, hotel, etc. buildings at minimum of 50 pounds pressure per square inch:

2 to 3	dwelling units I.D. 1 inch diameter pipe per unit
4	dwelling units I.D. 1 1/2 inch diameter pipe
5 to 17	dwelling units I.D. 2 inch diameter pipe
18 to 50	dwelling units I.D. 4 inch diameter pipe
51 to 100	dwelling units I.D. 6 inch diameter pipe
101 or more	dwelling units as specified by the Water Department

**BUILDINGS REQUIRING FIRE SPRINKLER SYSTEMS:** A minimum six inch diameter pipe separate from the domestic water service line shall be installed from the water main to the building.

The Superintendent of the Water Department, or authorized representative, shall be consulted for pipe sizing for all services not listed above.

- d. **DEPTH OF SERVICE PIPE:** Water service pipes must be laid at least five and one half feet, but no more than six feet, below the surface of the ground. When pipes are laid in streets or grounds subject to fixed grades where the surface of the ground is higher than the established grades, the pipes shall be laid so that they will be at least five and one half feet, but no more than six feet, below the established grade.
- e. **INSTALLATION OF SERVICE PIPES:** All service pipes and fixtures from the street water main to the premises, including the corporation stop at the main, shall be installed at the expense of the property owner by a licensed plumber, pipe layer or contractor to the required City specifications. Any leaks or other defects in the service pipes occurring within two years of installation shall be the responsibility of the installing plumber or contractor and/or Property Owner. The plumber's bond filed by all plumbers with the City shall be available as a security for this obligation of the installing plumber. After the first two years, the property owner is responsible for the maintenance and upkeep of the water service from the corporation stop on the water main into the premises up to the water meter.

- f. **ABANDONED SERVICE PIPES:** All service pipes that become useless or are no longer used, must be permanently closed off at the water main at the expense of the owner of the premises, and be reported to the Water Department. No plumber, or owner of property shall disconnect or remove water supply fixtures or piping from any premises served by City water, or alter the same in such a way as to make the service connection unnecessary for the premises, without permanently closing off the connection at the water main and reporting the same to the Water Department.
- g. If a service pipe or connection which is not being used is found to be leaking, the Water Department may, without notice, turn off the service pipe or connection, and charge the expense thereof to the current owner of the property served by this connection.
- h. **SERVICE PIPES ACROSS PRIVATE PROPERTY:** No water consumer shall install water pipes across lots or buildings to adjoining premises. All service pipes shall be laid on streets, alleys or public ground to the premises to be served, and enter at the front or rear of the building nearest the main.
- i. **EXTENSION OF SERVICE PIPES, PERMITS:** After a water service connection has been laid, no plumber or other person shall make any attachment or connections to it to serve other premises so as to connect the same with a water system, without first obtaining a written permit from the Water Department specifying the particular additions, repairs or alterations to be made, and shall perform such work in conformity with such permit, the rules and regulations of the Water Department and the International Plumbing Code as adopted by the City.
- j. **BREAKS IN SERVICE OR FIXTURES:** The City shall not be responsible for failing to supply water because of a break in any service pipe, apparatus or curb stop.

If for any reason, the Water Department turns water service off at the curb stop and is unable to turn it back on, this shall be considered the owner's responsibility and the owner will be responsible to fix or repair the curb stop.

***MAINTENANCE OF SERVICE PIPES***

- a. All service pipes from the street main at the connection to the corporation stop, which is the first valve in the city right-of-way into the premises, shall be maintained by the property owner.
- b. The water service pipe from the connection to the corporation stop into the premises shall be maintained at the expense of the property owner, any leaks or

defects shall be promptly repaired by the owner and if not repaired, the Water Department has the right to have the necessary repairs made. The expenses incurred in repairing the water supply will be charged against such owner by billing in the form of a lien on the property if necessary.

- c. The Water Department shall require an inspection on all new and existing commercial and residential water main taps and water service lines that have not been installed as part of commercial or residential development. This is a separate inspection from the Building Department and will include a fee per inspection to be paid before work is to begin. **\*See Appendix 6**
- d. The Water Department will not thaw any frozen water service pipes.

#### **Section 6. SERVICE SHUT OFFS**

- a. A curb box and curb stop (shut off valve) for controlling the supply of water to consumers shall be placed on every service. Any multiple dwelling occupancy structures constructed within the area serviced by the Water Department shall have a curb stop and curb box for each unit, or a meter control room constructed for control of each occupancy division in the structure. The meter control room shall be locked and a key provided to the Water Department. The meter control room must be accessible from the outside of the structure or common hallway inside the structure.
- b. When connections are made in the street, the curb box and curb stop shall be placed seven to seven and one half feet outside the property line towards the street whenever possible, and when made in an alley or a utility easement, the connection shall be placed twelve inches inside the easement closest to the structure.
- c. The cover of the curb box shall be maintained at the same height as the sidewalk of the surrounding finished grade. The general contractor or builder is responsible for the height of the curb box. Where area walls or curb lines prevent the location of the curb box and curb stop at the point indicated, they shall be placed immediately within the area of the wall and curb line. All curb boxes must be placed at right angles to the main through the service corporation to the curb stop and curb box. If a curb box is located in the sidewalk or driveway area it shall have a valve box top and lid placed over it, set to finished grade, and concrete poured around the valve box top. **\*See Appendix 1**
- d. Every service pipe must also have a gate or ball valve placed in the building within nine inches of the point where the pipe enters the building. The valve shall be kept in working order at all times so that the water may be shut off by the occupant of the premises. There shall also be a gate or ball valve placed on the outlet side of the water meter not more than three feet from the meter, so that the meter can be taken out or replaced without draining the pipe system in the

building. The meter and valves should be accessible from one location. **\*See Appendix 3 (Res) and Appendix 3 (Com)**

- e. All corporation stops on the line of service must have round ways of the same diameter as the pipe with which they are placed, have proper handles for turning on and off and be of a make and pattern approved by the Water Department.
- f. The curb box used shall be of a design approved by the Water Department, and must have an unobstructed opening of one inch in diameter and have a stainless steel stem rod connected to the curb stop with a brass pin. The cover for the curb box shall be marked with the word "WATER" in raised letters.
- g. The outside curb stop and curb box shall be under the sole control of the Water Department and no one, except a Water Department employee or person specifically authorized by the Water Department, shall open the cover of the box, or turn on or turn off the water. Licensed plumbers may turn the water on or off to test the plumbing or make repairs, but whenever so used, the shut off must be left closed if found closed, and open if found open, by the plumber who uses it.
- h. If the Water Department makes one trip to shut off and turn the box on within the same day (Monday-Friday) there is no charge. If there is more than one trip out and back, a service call charge per hour (1 hour minimum) will be applied to the water bill.
- i. The owner or occupant of the premises where a water service is installed shall be held responsible for protecting the curb box if serviced. The owner or occupant shall protect the box from any damage or interference from any person. In case of any damage to the curb box, the owner or occupant shall give immediate notice to the Water Department office and the property owner shall have the curb box repaired at the property owner's expense.
- j. Property owners having water services which does not have separate curb stops, corporation stops, and boxes for each building, or which otherwise do not conform to the requirements of these Rules and Regulations, shall put in such curb stops and/or corporation stops, or make such other changes as are necessary to conform to these requirements when so instructed by the Water Department.
- k. Any rental property within the City limits where there is only one water service for multiple meters will be required to put in a new service line for each meter within the property. A Landlord will have the option to have the Water Department install a remote water valve control system on each individual meter at the property so each meter can be shut off in the event of non-payment or any other water issue. Landlords will be responsible for any installation costs incurred in either process. If the Landlord so chooses to put in the remote water valve control system, the cost will be for each individual system installed. The remote water valve system will be the property of the Water Department.



- l. **RESPONSIBILITY IN TURNING ON/OFF WATER:** The City, the Board and the Water Department shall not be responsible for any damage to property or personal injury incurred by any person turning the water on or off, or for any other causes.
- m. **RIGHT TO SHUT OFF WATER:** The City reserves the right at any time, when necessary and without notice, to shut the water off at the mains for the purpose of making repairs, extensions or for other purpose. No claims shall be made against the City by reason of the breakage of any service pipe or valve or from any other damage that may result from shutting off water for repairing, laying or relaying mains, hydrants or other connections. The Water Department shall give notice of shutting off water if conditions are such that it is possible to do so.
- n. **TEMPORARY MAINS:** Pipe laid temporarily in streets where there are no water mains will be installed under the direct supervision of the Water Department. Temporary mains shall be laid at the expense of the party to be served through the temporary mains.

**Section 7. UNNECESSARY WASTE**

Consumers shall prevent unnecessary waste of water and keep all water outlets closed when not in use. If unnecessary waste of water takes place, the Water Department reserves the right to cut off the water supply. The City reserves the right to prohibit the use of water for yard sprinklers, and to restrict uses for large consumers of water, when in the judgment of the Water Superintendent, it shall be necessary to do so.

**Section 8. WATER METERS**

- a. City Ordinance No. 156.13 **SIZE OF METER AND BUILDING SUPPLY PIPE.** Hiawatha Plumbing Code is hereby amended by repealing Section 603.1 of the International Plumbing Code, 2009 Edition, and replacing this section with a new Section 603.1, as follows:

603.1 Size of Meter and Building Pipe. No building supply pipe shall be less than one inch (25 mm) in diameter.

603.1.1 Remote Reader Conduit. All buildings using City water shall have installed a hard metal conduit starting within 12 inches of the water meter inside location. The conduit shall not have 90 degree right angle fittings. All bends must be sweeping to let wire feed through it easily. All commercial and apartments over 4-plex shall install ¾-inch conduit. All 4-plex and down to single family homes shall have ½-inch conduit installed. The conduit shall end in a location with the other utility metering devices and be flush with the outside of the building.

603.1.2 Meter Clearances. There shall be a suitable place for the meter, so as to keep it dry and clean and readily accessible at all times, with a minimum clearance of thirty (30) inches all around it, for the meter reader and inspectors of the City. All valves and fittings necessary to comply with these requirements and to provide connection to meter shall be provided by the owner. **\*See Appendix 2**

603.1.3 Protection of Meters & Equipment. No one shall in any way interfere with the proper registration of a water meter, and no one except an authorized employee of the Water Department shall break the seal of a meter, except the Water Department may grant written permits to plumbers in case of an emergency to break such seal for draining pipes or stopping water leaks.

603.1.4 All water meters must be installed prior to requesting final inspections.

- b. There shall be no connections made on the water service pipe on the inlet side of the meter, unless approved by the Water Department and properly metered.
- c. All water furnished to consumers shall be metered. The full cost of the water meter shall be paid by the contractor, builder or property owner prior to the installation of any such meter. The meter shall be set by the Water Department or designated agent. Charges are applied per our fixed charges schedule. **\*See Appendix 6**
- d. Theft of water is illegal and will result in a penalty. **\*See Appendix 5.** Along with the penalty, the Water Clerk will calculate a water bill based off consumption of consumers in the same area of the City for the amount of time for which the theft has occurred.
- e. Property owners must provide suitable location in the piping system. Meters shall be placed on the service pipe not to exceed two feet from the location in the wall or floor where such pipe enters the premises. The piping system shall be so constructed and meters so placed that all water to be used in or about the premises shall pass through the water meter and the owner of the premises shall be responsible for compliance with this provision, and shall be liable for the payment for water used in violation of this provision.
- f. For services larger than two inches in diameter, the Water Department reserves the right to install two or more meters of smaller size. Where meters are so placed, each meter shall have a valve or shut off on inlet and outlet pipes in addition to the basement shut off. Where a service pipe larger than two inches in diameter is used, the plumber shall call the Water Department office for instructions regarding the fitting and space to be provided for the water meters.

- g. In the case that two or more meters are requested for measuring water from one service connection to individual tenants in the same complex or mobile home park, the meters shall be placed so that the individual meter measures water which has passed through the master meter. If there is any difference in the usage between the master meter and the individual meters, it will be the owner's responsibility to pay for any difference.
- h. Irrigation meters are any meters installed to measure water which is not disposed of through the public sanitary sewer system, including water for swimming pools, yards, gardens or others uses where water is not disposed of through the sanitary sewer. Irrigation meters shall be installed with RPZ backflow prevention devices. Irrigation meter installation shall be permanent. Property owners wanting an irrigation meter shall be responsible for the water bill and shall not pay less than the minimum standard rate. The rate on the irrigation meter may be subject to a higher fee. The cost for the irrigation meter is dependent upon the size of the water meter needed. Charges are applied per our fixed charges schedule. **\*See Appendix 6**
- i. Irrigation meters remain the property of the Water Department. The cost of the irrigation meter and RPZ is the responsibility of the property owner. The meter installation shall be set by the Water Department or designated agent. All City permits and fees apply. The RPZ, backflow prevention device, is to be set by the irrigation company or designated agent.

Installation of the irrigation meter shall be as follows:

- (a) irrigation meters shall be installed not more than twenty four inches from the house meter;
- (b) the irrigation meter shall connect to the main service piping before the house meter and shall have a ball type valve before and after the irrigation meter;
- (c) the RPZ is installed to have all the water flow from the meter through the RPZ to the outside Hose bibs and/or irrigation system only;
- (d) the property owner shall provide a drawing of the system to be installed; and
- (e) this drawing shall show locations of valves, meter, RPZ, water lines, hose bibs and sprinkler heads if applicable. **\*See Appendix 3.**

The Water Department has the right to inspect a system at anytime within normal working hours and to have the system temporarily discontinued from water service as the Water Department deems necessary in high water use periods or terminated because of violation of the rules and regulations of the Water Department or City of Hiawatha Code of Ordinances. The irrigation meter will be read each month and the usage will be billed out during the normal billing cycle. If usage is detected during the cold weather months the property owner agrees to let the City inspect the plumbing inside the premises, if an illegal connection is found the City will calculate the sewer fees for the last year and the property owner will be charged for those fees.

The property owner must receive a sanitary sewer waiver from the City before the sanitary sewer fees will be waived. The irrigation meter system must conform to all rules and regulation of the Water Department and the City of Hiawatha Code of Ordinances.

- j. **INSPECTION OF METERS, PIPE AND FIXTURES:** The Water Department employees shall be permitted, at all reasonable hours, to enter the premises or buildings of consumers for the purpose of reading meters and examining the water pipes, fixtures and the manner in which water is used. The Water Department reserves the right to set or remove water meters whenever it is deemed advisable to do so. Refusal on the part of the owner, consumer or occupant of any premises served with City water to permit the Water Department to enter such premises at any reasonable hour for reading the water meter, inspecting water pipes and fixtures shall be sufficient cause to immediately discontinue the water service at such premises.

## **Section 9. PROTECTION OF METERS**

- a. The owners or occupant of premises where a meter is installed shall be held responsible for its care and protection from freezing or hot water and from other damage or interference from any person. If the water meter is damaged, if the water meter stops working, or is not working properly, the owner or occupant of the premises shall give immediate notice to the Water Department. In all cases where meters are broken or damaged by negligence of owners or occupants of premises or by freezing, hot water, or other damage, except ordinary wear and tear, the necessary repairs to the meter shall be made by the Water Department and the cost of such repairs paid by the owner or occupant. If payment for damage to the water meter is not made, the water supply shall be turned off after due notification as required by law, and shall not be turned on until full payment has been made, together with a charge for turning on the water again. Damaged meters may be replaced by the Water Department without first giving notice thereof to the owners of premises served by such meter.
- b. No one shall, in any way, interfere with the proper registration of a water meter, and no one except the Water Department shall break the seal of a meter, the Water Department may grant verbal permits to plumbers in case of emergency to break such seal for draining pipes or stopping water leaks.
- c. Wherever a water meter is installed on a water service in premises that are to be remodeled, removed or destroyed, or where the service is discontinued so that the water meter is no longer needed, the property owner shall give notice to the Water Department to remove such meter, and free access to such meter must be provided at least twenty four hours after notice is given so that the meter may be removed. The property owner shall be held responsible for the meter until removed by the Water Department, and if the meter is not available or cannot be located, the property owner shall be required to pay for the cost of the meter.

**Section 10. TESTING METERS**

If the water consumer doubts the accuracy of a water meter, the consumer can request that the water meter be tested by the Water Department. At the time of the test, the consumer may be present or have a representative present. If the meter is found to register within the AWWA standards, the consumer shall be charged for the labor to test the meter at the Water Department's current hourly rate. If the meter is found to measure more than the AWWA standards, the consumer shall not be charged for the test. If the meter is found to over register more than the standards, there shall be a proportional deduction made from the previous water bill.

**Section 11. CROSS CONNECTION CONTROL**

- a. In accordance with City Ordinance Chapter 156, Section 156.12 CROSS CONNECTION CONTROL. The Hiawatha Plumbing Code is hereby amended by adding a new Section 608.1.1 to the International Plumbing Code, 2015 Edition as follows:

608.1.1 For the purposes of Section 608 International Plumbing Code, 2015 Edition, of the Hiawatha Plumbing Code only, the administrative authority is the Hiawatha Water Department, as authorized by Hiawatha City Council.

- b. Protection of Public Water System at Service Connection.
  - 1. 2015 International Plumbing Code § 312.10 Inspection and Testing of Backflow Prevention Assemblies. Inspection and testing shall comply with the following sections:
    - a. 312.10.1 Inspection. Annual inspection shall be made of all backflow prevention assemblies and air gaps to determine whether they are operable.
    - b. 312.10.2 Testing. Reduced pressure principle, double check, pressure vacuum breaker, reduced pressure detector fire protection, double check detector for fire protection, and spill-resistant vacuum breaker backflow prevention assemblies and hose connection backflow preventers shall be tested at the time of installation, immediately after repairs or relocation and at least annually. The testing procedure shall be performed in accordance with one of the following standards: ASSE 5013, ASSE 5015, ASSE 5020, ASSE 5047, ASSE 5048, ASSE 5052, ASSE, 5056, CSA B64.10 or CSA B64.10.1
  - 2. Records of such tests and repairs shall also be kept and made available for inspection by all legally entitled persons and agencies.

3. Non-Compliance. Service of water to any premises may be discontinued by the Water Department if:
  - a. a backflow preventive device required by this Chapter is not installed and maintained;
  - b. if any defect is found in an installed backflow device;
  - c. if it is found that a backflow device has been removed or by-passed; or
  - d. if unprotected cross-connections exist on the premises. Service will not be restored until such conditions or defects are corrected.
4. The Water Department has set an annual test date of not later than September 1<sup>st</sup> of each year. If consumers have not had their RPZ tested by a Certified Technician and provided a copy of the certification to the Water Department by September 1<sup>st</sup> of each year, consumers shall be in violation of the rules and regulations of the Water Department and the City of Hiawatha Code of Ordinances.

c. Inspection & Testing: See Hiawatha Plumbing Code 156.10.

## **Section 12. CONNECTIONS FOR FIRE PROTECTION**

Service connections which are to be used exclusively for supplying water to extinguish fires may be granted under the following conditions:

- a. The property owner shall make written application for such connection with the Water Department according to the provisions of this Section.
- b. The applicant must furnish with the application a complete drawing or set of drawings, showing the location of the premises to be supplied, together with location of all valves, pipes, hydrants, tanks, sprinkler heads, and other appurtenances on the premises, the plans to remain the property of the Water Department. The applicant shall also agree to furnish the Water Department with drawings showing revisions to piping and appurtenances whenever the same are made.
- c. All fire service connections shall be installed by the Water Department, contractor or builder from the street main to a point just inside the wall of the building or to the lot line where buildings are set back from the lot line. The fire line shall be separate from the domestic water line and must include a PIV (post indicator valve) on the outside of the structure. The property owner shall pay the cost of the labor and materials for such extension, plus 35% of material costs only to

cover overhead expense. All repairs to the service pipe between the street main and the building shall be completed by the property owner at the property owner's expense.

- d. All fire service connections shall be protected by a testable double check valve approved by the Water Department.
- e. Water used for extinguishing fires will be estimated and no charges made.
- f. All fire protection systems supplied with water from the City services shall be supplied exclusively with such water and no connection shall be allowed with any other system drawing its supply from any other source or with a sewer where by the City water supply may be contaminated by the failure to close valves or leaking check valves, etc. No auxiliary or secondary suction pipe to any fire pump taking water from any contaminated source will be permitted.
- g. Any fire protection system using water from any source other than City service shall be kept entirely separate from any such system supplies from the City service.
- h. All fire service shall be subject to inspection by the Water Department. The Water Department shall be allowed to visit all premises having fire services from time to time and the owner or tenants shall give the inspectors all reasonable facilities for making the inspection, and any information concerning the same that they may require. Care shall be taken that inspections will be made with as little inconvenience to the owners or occupants as possible.
- i. In cases where the owner or occupants of any premises are found to be using water from a fire service for purposes other than fire protection, the water shall be shut off until the offenders give reasonable assurances to the Board that the offense will not be repeated. A charge will be required for turning the water on after it has been shut off for this cause. A second violation of this rule will be considered sufficient cause for cutting the service off at the main, and refusing to reconnect same while the offender occupies the premises.
- j. Failure to pay the cost of installing the fire service, or any subsequent repairs thereto, within thirty days after the receipt of the bill will be sufficient cause for turning off the water from the supply. The Water Department reserves the right at any time to require the property owner to furnish and install, at the owner's expense and under the direction of the Water Superintendent, an approved water meter and to keep the same in proper operating condition.
- k. Each privately owned fire hydrant installed, relocated or replaced shall be valved between the main, fire service or service line and the hydrant. This hydrant valve shall be located in such a manner that its operation will not affect any other fire protection equipment or services.

**Section 13. SUPPLY OTHER PERSONS**

No consumer shall supply water to other persons, nor suffer them to take it except by special permission from the Water Department. Where such permission is granted, the owner of the service from which the water is taken shall be responsible for payment of the charges.

**Section 14. INFORMATION AT PLUMBERS' RISK**

Information as may be obtained from the records, maps, employees, etc. of the Water Department relative to the location of water mains, service pipes, will be furnished to plumbers and/or interested persons upon request. The Water Department does not guarantee the accuracy of such information.

**Section 15. OPENING HYDRANTS**

No persons, except members or employees of the Fire Department, the Parks and Recreation Department, Department of Streets and Public Improvements, or the Water Department, acting in regular performance of their duties, shall open any public hydrant without authorization by the Water Department.

**Section 16. PRIVATE WATER WELLS**

**a. Purpose**

1. The purpose of these regulations is to prescribe minimum standards and procedures to be followed in installing, construction, operating and maintaining private water wells and to establish rules and regulations governing the use thereof in order to protect the health and welfare of the public, within the City.

**b. Definitions**

1. "Dwelling" means any permanent or semi-permanent building or place used or intended to be used as a residence.
2. "Health Department" means the Linn County Health Department.
3. "Private Water Well" means an excavation that is drilled, cored, bored, augured, washed, driven, dug, jetted or otherwise constructed for accessing groundwater.
4. "Public Water Supply System" means all equipment and devices necessary for the proper conduction, collection, storage, treatment, and dispensing of water from the Hiawatha, Iowa water system.



5. “Safe Water” means water that complies with the standards of the Health Department.
6. “Structure” means any permanent or semi-permanent building or place used or intended to be used for any purpose other than a dwelling.

**c. General Requirements**

1. No private water well shall be installed where a public water supply system is reasonably accessible.
2. Where a public water supply system becomes reasonably accessible, any dwelling or structure then served by a private water well may be required to connect to the public water supply system within six months.
3. Any dwelling or structure occupied by humans located within the City, shall be served by an approved, safe water supply.
4. All private water wells constructed, altered or extended within the City, after the effective date of these rules and regulations, shall comply with the requirements of these regulations.
5. All private water wells in existence within the City, before the effective date of this regulation, shall comply with the requirements of these rules and regulations when, in the opinion of the Health Department, a public health hazard exists.

**d. Plugging Abandoned Wells**

1. All abandoned wells shall be plugged in accordance with the applicable ordinances on file at the Health Department.

**e. Inter-Connection of Water Supplies**

1. All private water well systems shall be installed so as to prevent backflow of contaminated water from appliances, fixtures, drains and sewers and shall have no cross connections with any other water supply or system which does not comply with these rules and regulations.
2. All private water well systems shall have no cross connections with the public water supply system of the City.

**f. Water Testing**

1. As part of the City's new Wellhead Protection Ordinance, the Water Department is capable of testing for nitrates and bacteria in all private wells within the City limits. These tests can be conducted upon request by a consumer.

**g. Wellhead Protection**

1. See City Ordinance #94

**h. Geothermal Wells**

1. Geothermal Well/Heat Exchanger will be approved per City of Hiawatha Code of Ordinances Chapter 153.

**Section 17. WATER MAIN SYSTEM**

- a. The sub-divider of land being platted shall install a water main system to adequately serve all lots or parcels of land within the platted area and shall connect to the City's existing water mains. The water main system shall also meet the minimum standards included in the Cedar Rapids Metropolitan Area Standard Specifications.
- b. The developer shall have water mains extended to the plat or property boundaries or to the next street or as directed by the Jurisdiction.
- c. New main installation shall be located within the right-of-way or utility easement abutting the right-of-way.
- d. Under some conditions, the Water Department may require, as a condition for approval, installation of a water main that is larger than the required minimum size of water main. In such event, the Water Department will reimburse the sub-divider the difference in cost of pipe and fittings (materials only) between the larger water main and the minimum water main required in the Standard Specifications.

**Section 18. WATER MAIN EXTENSION TO NEW DEVELOPMENTS**

**a. Purpose**

1. The intent of this resolution is to establish a general policy relating to water main extensions within the City limits, to areas of proposed development that the existing water system does not border the proposed property.

**b. General Requirements**

1. The developer shall be required to pay the total cost for the engineering and the construction of the water main from the existing main to the point of connection, and sufficiently beyond, to allow for future extensions without disrupting service. This shall also include all costs involved in acquiring easements or pipeline licenses. It will be necessary that the Board grant the developer permission by resolution to construct the water main. All plans and specifications must be approved by the Water Superintendent prior to construction.
2. The developer may negotiate an agreement with the other property owners involved for cost sharing and easements. The agreement shall be written and shall be placed on file with the Board.
3. The Water Department may, at its option, engineer and construct the water main extension, or require the developer to contract separately for engineering and construction of the water main extension. In either case, proof of payment of all costs must be provided to the Water Department before the water main will be turned into service and, for separately contracted water mains, the proper two year maintenance bond must be provided before the water main will be accepted and turned into service.
4. Upon acceptance of the water main as a public facility, the Water Department shall have full rights of ownership of the water main.
5. The Water Department will collect fees for connecting to the water main, by adjacent property owners as indicated in section six below. The fees will, on an annual basis, be reimbursed to the developer responsible for the water main installation. The Water Department does not guarantee total or partial reimbursement for the cost of the water main. Any reimbursement shall terminate in five years from the date of completion of the water main. Connection fees collected after the five year period shall remain with the Water Department.
6. If adjacent property owners have not been assessed or have not participated in the cost for installation of the water main, then connection fees will be collected. Connection fees will be based on half of the actual total costs per front foot of water main installed times the length of the water main adjacent to the property. There will be an administration fee no greater than five percent applied to each connection fee.

#### **Section 19. MATERIALS SOLD**

All materials sold by the Water Department shall be sold at replacement cost + 35% of cost + tax.