

WATER BOARD OF TRUSTEES
Regular Meeting
October 17, 2016
3:00 PM
Location: 1208 South St.

Agenda

1. Approve agenda.
2. Approve minutes of the September 19, 2016 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Discussion of wastewater operations.
 - A. Update on 28E agreement.
6. Consideration and discussion of pay application #4 for DeLong Construction.
7. Consideration and discussion of renewal for Delta Dental policy.
8. Consideration and discussion of updating OMWD Rules and Regulations.
9. General Manager's Update.
10. Updates from members of the Board of Trustees.
11. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

Chair – Please read this statement to the audience.

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

At this time, there have been no formal requests to address the Board.

Agenda Item #5

The digester at the southwest plant is back up and running. Staff are currently working on emptying its contents and getting them field applied. Staff is also working to find cost-saving options to remove the contents of the equalization lagoon at the southwest plant. This is currently a budgeted item to be completed this fiscal year. The list of capital equipment and projects was recently put together for the wastewater budgeting process. Some projects that were initially scheduled and designed to be completed in the upcoming years have been removed due to budget cuts for the street department. This will also affect projects that the water department was scheduling to coincide with streets and wastewater. Budgets have been input into the City’s software system and are currently being further refined and discussed. As part of the budgeting process the cost for a position to assist the general manager with wastewater duties was added to the budget numbers for consideration. This position was discussed during last month’s meeting and getting it added for consideration to the budget is part of that process. This can be discussed more in-depth at the meeting.

Mike Vore and Chad are scheduled to meet towards the end of October to discuss the presentation that will be given to the City Council at one of their November meetings. This presentation will revolve around the 28E Agreement and progress that is being made towards that end.

Agenda Item #6

DeLong Construction has submitted pay application #4 in the amount of \$81,803.83. This is with the 5% retainage withheld. This is for work completed by October 7, 2016. Garden has reviewed the submittals and forwarded to the Board for action. I recommend approving the pay application in the amount of \$81,803.83. A copy of the pay application will be included in the agenda packet.

Agenda Item #7

OMWD was able to return to a 4 tiered policy based upon the number of employees. This move will save us \$158 per month from what we are currently paying for an annual savings of around \$1900. The copy of the policy sheet will be in your packet. I recommend approving the renewal.

Agenda Item #8

This item was tabled from the meeting last month. Staff have been working to address some of the needed changes. The draft that we have at this time is in need of being cleaned up and properly formatted. Please review this and bring your ideas and concerns to Monday's meeting for discussion.

Agenda Item #9

Hydrant flushing for the fall is complete. There are a few small leaks that staff have noticed that will need to be fixed in the near future. As far as other leaks that have occurred, staff disconnected an old hydrant feed line that current staff were unaware existed. This was located on South 11th and Avenue East.

Last month there was a motion to update the general manager's contract for current wage. A draft agreement was received by the general manager and Board Chair. There is still a need for additional language before a final draft will be presented to the Board for approval at next month's meeting. Shut-offs were back down to around 100 this last month. We are currently working to try and resolve some issues to help reduce this number even more and make it a little more workable for staff on shut-off day.

Agenda Item #10

This is an item for members of the Board to provide updates or request future agenda items.

APPLICATION FOR PAYMENT NO. 4

To: Oskaloosa Municipal Water Department (JURISDICTION)

From: DeLong Construction, Inc. (CONTRACTOR)

Contract: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

Project: Carbonado Road Water Main Replacement - OMWD - Oskaloosa, Iowa - 2016

JURISDICTION's Contract No.: _____ ENGINEER's Project No.: 4015097

For Work Accomplished Through the Date of: 7-Oct-16

1. Original Contract Price:	\$ 401,305.00
2. Net Change by Change Orders and Written Amendments (+ or -):	\$ 1,000.00
3. Current Contract Price (1 plus 2):	\$ 402,305.00
4. Total Completed and Stored to Date:	\$ 400,010.00
5. Retainage (Per Agreement):	
5% of Completed Work:	\$ 20,000.50
0% of Stored Material:	
Total Retainage:	\$ 20,000.50
6. Total Completed and Stored to Date Less Retainage (4 minus 5):	\$ 380,009.50
7. Less Previous Application for Payments:	\$ 298,205.67
8. DUE THIS APPLICATION (6 MINUS 7)	\$ 81,803.83

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: 10-12-16 DeLong Construction, Inc.
(CONTRACTOR)
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 10-12-2016 Garden & Associates, LTD.
(ENGINEER)
By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: _____ Oskaloosa Municipal Water Department
(JURISDICTION)
By: _____

**Attachment to Pay Application No. 4
Carbonado Road Water Main Replacement
Oskaloosa Municipal Water Department
Oskaloosa, Iowa - 2016**

G&A 4015097

No.	Item	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity to Date	Payment Price
Base Bid							
1	Mobilization	LS	1	\$10,000.00	\$10,000.00	1.00	\$10,000.00
2	Clearing and Grubbing	LS	1	\$3,700.00	\$3,700.00	1.00	\$3,700.00
3	Trench Foundation	TON	50	\$25.00	\$1,250.00	0.00	\$0.00
4	Trench Compaction Testing - Water Main	LS	1	\$6,160.00	\$6,160.00	1.00	\$6,160.00
5	Sanitary Sewer Service, 4" PVC C900, DR18	LF	20	\$75.00	\$1,500.00	20.00	\$1,500.00
6	Water Main Trenched, PVC, 4"	LF	4	\$200.00	\$800.00	8.00	\$1,600.00
7	Water Main Trenched, PVC, 8"	LF	5,335	\$25.00	\$138,375.00	5455.00	\$136,375.00
8	Water Main Trenchless, PVC, 8"	LF	365	\$40.00	\$14,600.00	365.00	\$14,600.00
9	Steel Casing, 16"	LF	80	\$190.00	\$15,200.00	80.00	\$15,200.00
10	Water Service Stub, Copper, 1"	EA	29	\$1,500.00	\$43,500.00	30.00	\$45,000.00
11	Water Service Stub, Copper, 1", Auger or Bored	EA	26	\$2,700.00	\$70,200.00	25.00	\$67,500.00
12	Gate Valve, 8", Install Only	EA	17	\$600.00	\$10,200.00	18.00	\$10,800.00
13	Tapping Valve Assembly, 8" x 8"	EA	1	\$3,000.00	\$3,000.00	1.00	\$3,000.00
14	Fire Hydrant Assembly, Install Only	EA	8	\$1,600.00	\$12,800.00	8.00	\$12,800.00
15	Existing Fire Hydrant Removal	EA	5	\$400.00	\$2,000.00	5.00	\$2,000.00
16	Water Main Connection - Connection No. 1	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00
17	Water Main Connection - Connection No. 2	LS	1	\$2,500.00	\$2,500.00	1.00	\$2,500.00
18	Water Main Connection - Connection No. 3	LS	1	\$750.00	\$750.00	1.00	\$750.00
19	Water Service Meter Pit, Install Only	EA	5	\$500.00	\$2,500.00	10.00	\$5,000.00
20	Removal of Sidewalk	SY	1	\$200.00	\$200.00	0.00	\$0.00
21	Removal of Driveway	SY	314	\$12.00	\$3,768.00	314.00	\$3,768.00
22	Sidewalk, PCC, 4" Thick	SY	1	\$200.00	\$200.00	0.00	\$0.00
23	Driveway, Paved PCC, 6" Thick	SY	282	\$50.00	\$14,100.00	282.00	\$14,100.00
24	Driveway, Paved HMA, 6" Thick	SY	37	\$81.00	\$2,997.00	37.00	\$2,997.00
25	Driveway, Granular, 6" Thick	TON	110	\$24.00	\$2,640.00	110.00	\$2,640.00
26	Full Depth Patch, HMA	SY	170	\$83.00	\$14,110.00	170.00	\$14,110.00
27	Subbase Overexcavation	TON	45	\$35.00	\$1,575.00	10.00	\$350.00
28	Pavement Removal	SY	170	\$6.00	\$1,020.00	170.00	\$1,020.00
29	Conventional Seeding, Fertilizing, and Mulching	LS	1	\$8,500.00	\$8,500.00	1.00	\$8,500.00
30	SWPPP Preparation	LS	1	\$1,300.00	\$1,300.00	1.00	\$1,300.00
31	SWPPP Management	LS	1	\$3,500.00	\$3,500.00	1.00	\$3,500.00
32	SWPPP Qualifying Rainfall Event Inspection	EA	6	\$360.00	\$360.00	4.00	\$240.00
33	Removal and Reinstallation of Existing Fence, Field Fence	LF	40	\$25.00	\$1,000.00	40.00	\$1,000.00
34	Traffic Control	LS	1	\$5,000.00	\$5,000.00	1.00	\$5,000.00
	Change Order No.1	LS	0	\$1,000.00	\$0.00	1.00	\$1,000.00
TOTAL BASE BID					\$401,305.00		\$400,010.00

**OSKALOOSA MUNICIPAL WATER
DEPARTMENT RULES AND
REGULATIONS**

Adopted on _____

Section 1: Preface and Glossary of Terms

PREFACE

1.1

The Oskaloosa Municipal Water Department (“O.M.W.D.”) is a municipal utility governed by Iowa Code Chapter 388. These water service Rules and Regulations have been adopted by the Oskaloosa Municipal Water Board of Trustees (“Board”). Failure to conform to these Rules and Regulations may result in termination of water service. Any person aggrieved by the application of these Rules and Regulations shall be entitled to request a hearing before the Board, such request may be filed with the general manager for inclusion in the next regularly scheduled Board meeting.

GLOSSARY

1.2

- O.M.W.D.:** Oskaloosa Municipal Water Department
Board: Oskaloosa Municipal Water Department Board of Trustees
Consumer: Any person or entity that uses O.M.W.D. water
Account Holder: The person, entity or business that has an account with O.M.W.D.

Section 2 - Operation and Maintenance of Consumer Services

METERING

2.1

No water is to be supplied from the O.M.W.D. distribution system without being measured by a meter furnished and installed by the O.M.W.D. except for water supplied to government subdivisions for the purpose of firefighting or street and sewer flushing. The reading on a meter installed by the O.M.W.D. is official. Therefore, all water having passed through the meter will be billed to the account holder, regardless of whether the water was used, consumed or the result of a leak or for any other reason. In the event a large water bill is the result of something other than usage, consumption or leakage, the account holder may address the Board concerning the situation. It will then be up to the discretion of the Board as to whether an adjustment is warranted.

The type and make of meters used will be specified and provided by the O.M.W.D. The O.M.W.D. reserves the right to read, inspect, or test the meter at any reasonable time or with such frequency as deemed necessary.

2.2

Meters are the responsibility of the property owner. Meter repairs shall be made only by the O.M.W.D. Frozen or damaged meters will be replaced with new meters, the cost for replacement will be charged to the property owner.

2.2.1

Residential Metering

Each single-family dwelling must have its own meter.

2.2.2

Multi-Unit Metering (Townhomes, Condominiums, Apartments)

The options for metering multi-unit properties, such as townhomes, condominiums, apartments are as follows:

Option 1. A service line with a curb stop for each metered line to each individual unit. When the individual water service option is utilized, no master meter will be installed. Each water service must comply with these Rules and Regulations for water service installation and O.M.W.D. must be given legal access to the stop box and meter.

Option 2. Master meter the private water main, with the property owner responsible for all water charges on the master meter.

2.2.3

Metering of Manufactured Home Complexes

Each manufactured home complex must master meter the private water main serving the complex. Meter pits and individual meters are not permitted.

2.2.4

Metering of Duplexes.

Metering of duplexes/flats with two separate water service lines shall be done with two separate water meters and the property owner may pay both bills; or a tenant may have an

individual account and pay his/her respective bill. If only one water service is installed, the property owner will be responsible for the entire water bill.

2.3

Pursuant to City Resolution No. 88-9-118, property owners may install a second meter for the purpose of metering non-sewer usage flows such as water to be used for lawn, garden watering, or filling swimming pools. The meter must be installed for a minimum of one year and the customer is required to pay the minimum monthly water charge on the meter whether the meter is in use or not. There is no charge to the property owner for installation of this meter. The meter must be installed per O.M.W.D. specifications.

2.4

The location of meters shall be in an area that allows for easy access at all times by the O.M.W.D. as well as providing adequate protection from freezing, flooding and vandalism. Water meters shall be accessible at all times. No appliances or other fixtures can be built over or in front of the meter setting. If obstructions exist which interfere with meter reading or maintenance of the meter, water service may be terminated until the obstructions are removed. Failure by the consumer to allow reasonable access to the meter, including but not limited to physical obstructions, which interfere with meter reading or maintenance may result in termination of water service. If a meter is removed due to damage caused by freezing conditions, the consumer is responsible for making corrections to prevent freezing before a replacement meter will be installed. If it is necessary to remove a meter in the process of plumbing repair, the removal of the meter must be done by the O.M.W.D. or a representative. Meters must be replaced by the O.M.W.D. or representative of, immediately after the repair is completed. Existing structures being renovated for, apartments, multi commercial or multi residential use, shall be designed so that all meters are in one location, allowing for easy access at all times by the O.M.W.D.

INSTALLATION

2.5

2.5.1 Water meters will be installed by the O.M.W.D. without charge, except as otherwise provided in these Rules and Regulations or as otherwise provided under specific water or other service agreements.

2.5.2 All water meters installed within buildings shall be in a horizontal position, at a height where they may be easily maintained and as near as possible to the point where the water service enters the building. Each meter shall have two valves, one on each side of meter. On all meter settings a properly bonded ground consisting of a copper cable or wire not less than 1/8" diameter shall be installed across the meter setting to avoid electrical shock when the meter is removed.

2.5.3 Meters will be installed on a properly drained concrete or dirt floor allowing water to escape or drain at the time of a meter change or from leakage without causing damage to finished areas.

2.5.4 All water meters will be sealed using an approved cable and locking device. Any meter found to have the sealing device altered or removed will be subject to penalty.

2.5.5 If a service line extends 100 or more feet from a water main, a meter pit must be installed by the property owner at their expense.

2.6

O.M.W.D. will provide the following maintenance on meters:

2.6.1**Residential and Commercial**

- Repair or replace the meter with a new or rebuilt meter of the same size if the meter becomes inoperative through no fault of the consumer. If there is evidence of physical damage externally or to the interior of the meter from hot water, freezing, or other causes, through carelessness or neglect by the consumer, the consumer will be billed for the cost of repairs.
- O.M.W.D. may test or exchange the meter periodically to ascertain its accuracy.
- O.M.W.D. will test any meter upon application from consumer. If the meter testing results fall within American Water Works Association standards, the consumer may be billed a fee equal to one (1) hour of labor at the labor rate as established by the O.M.W.D.

2.6.2 In cases where changes in water consumption result in a meter being substantially undersized or oversized, O.M.W.D. may need to install a larger or smaller meter. Any alterations required in the meter setting will be at the property owner's expense.

2.6.3 If a consumer does not permit the installation or repair of O.M.W.D. meter reading equipment upon request, then the consumer shall be notified that water service will be discontinued in accordance with the procedures then in effect or an alternative system of meter reading may be established by O.M.W.D. staff.

2.6.4 Consumers who experience a leak may request a hearing before the Board.

2.6.5 The installation of construction meters is required once a building is framed and sheeted. The contractor is required to call O.M.W.D. to have a construction meter set. This meter will be in place prior to any water being used. Once this meter is in place it may be used to settle ditches and foundations as well as being used for general purpose needs. Failure to obtain a construction meter will result in a penalty levied against the consumer.

RATES

2.7

The rate for water is as follows:

2.7.1 Effective March 1, 2016, the O.M.W.D. rate for water sold within the city limits of Oskaloosa is \$6.41 per one hundred cubic feet. There will be a minimum charge of \$12.82 per month. This minimum is based on 200 cubic feet per month.

2.7.2 Effective March 1, 2016, the O.M.W.D. rate for water sold outside of the city limits of Oskaloosa is \$12.82 per one hundred cubic feet. There will be a minimum charge of \$25.64 per month. This minimum is based on 200 cubic feet per month.

2.7.3 Effective March 1, 2016, the O.M.W.D. rate for water sold in bulk from the Water Treatment Plant is \$8.57 per 1,000 gallons.

2.7.4 Effective March 1, 2016, the O.M.W.D. rate for water sold to an incorporated City that receives no other service from O.M.W.D. is \$6.41 per 100 cubic feet.

2.7.5 Property owners that have been notified to repair a service line found to be leaking may be charged for the loss of water if repair is not made within 72 hours of notification. A rate of \$7.50 per day for loss of water will be charged for unrepaired service line leaks.

FEES & CHARGES

2.8

The Board, from time to time, may establish, abolish, or change charges for services and/or equipment provided to its consumers. These charges shall be reviewed periodically and based as much as possible on costs of service.

2.9

The Board grants the General Manager, or his/her designee, authority to adjust charges on a case-by-case basis where in his/her judgment the case warrants an adjustment.

2.10

The Board grants O.M.W.D. staff, including the office manager and general manager, authority to arrange alternative payment options with consumers on a case by case basis where in his/her judgment the case warrants an alternative payment arrangement is necessary.

2.11

Service Fee Schedule

The O.M.W.D. has set forth the following fees for service work performed by employees. Recognizing that there is a higher employee cost for work performed after normal working hours, (normal working hours defined as non-holiday work days, Monday through Friday, between the hours of 8 AM and 5 PM) fees have been established for non-normal working hours, to be called "after hours" fees. Inspection fees must be pre-paid.

	Normal Working Hours	After Hours
Service Calls	No Fee	\$60.00
Connection or disconnection of water service.	\$40.00	\$60.00
Replacement of a meter for damage other than that of normal wear.	\$40.00	\$60.00
Inspection Fee	\$40.00	\$60.00
Returned Check Fee	\$20.00	N/A
Construction meter daily charge (plus cost of water used)	\$5.00/day	N/A
Hydrant meter daily charges (plus cost of water used)	\$10.00/day	N/A

2.12

Tapping Fees

Tapping fees must be pre-paid.

2.12.1

1" and 2" taps are \$200 labor plus corporation and saddle (actual cost+ 20%) plus sales tax.

2.12.2

4", 6", and 8" taps are \$250 labor plus sales tax-Contractor to supply needed materials.

2.12.3

Saddles (All sizes) Actual Cost + 20%

2.13

Fire Suppression Charge

\$0.20/sprinkler head

2.15**Meter Rental Charges**

One inch meter	\$3.00 per month
One & one half inch meter	\$5.00 per month
Two inch meter	\$10.00 per month
Three inch meter	\$20.00 per month
Four inch meter	\$30.00 per month

2.16

Violations of the provisions related to Operation and Maintenance of Consumer Services, or failure to comply with any of its requirements, may be cause for assessment by the O.M.W.D. of a penalty in the amount of \$200.00. The O.M.W.D. will terminate water service and will not restore water service until the violation has been corrected and the penalty paid.

2.17

No person shall be permitted to connect any private water system, water well, water cistern, or any other source of water to any pipe line, public or private, carrying water supplied by the O.M.W.D. This violation is described as a cross-connection and is contrary to Federal law for public water systems. Cross-connections, as herein described are specifically banned from the O.M.W.D. water system. Violation of this rule shall be cause for assessment by the O.M.W.D. of a penalty in the amount of \$1,000.00. The O.M.W.D. will immediately discontinue water service and will not reinstate water service until the cross-connection has been removed, the penalty paid, and all State and Federal regulations have been met. Damages resulting from cross-connection of the O.M.W.D. water system will be the responsibility of the violator.

2.18**Meter Replacement Charges**

The cost of replacement and or repair of damaged meters, including all labor and associated charges will be charged to the property owner.

2.19

A fee of \$40 will be applied whenever personal delivery of a consumer's billing is required when mail delivery is unavailable due to a missing mailbox.

2.20**Special Meeting Charges**

The Board will meet on a monthly basis. Copies of approved minutes of Board meetings are available to the public at the O.M.W.D. office for a charge of 10 cents per page. There will be a \$350.00 charge for any individual, company or entity requesting a special meeting of the Board. A special meeting is defined as any meeting other than the regularly scheduled monthly Board meeting.

DEPOSITS

2.21

A deposit not to exceed the usual cost of ninety days of water service or the maximum amount permitted by the Iowa State Code prior to the use or consumption of water for all homeowners, tenants, and commercial account holders. Deposits are held as guarantee of payment for any charges billed by the O.M.W.D. Interest is not paid on deposits being held by the O.M.W.D. Refunded deposits will be applied to the account after 12 or more consecutive months of on time payments. A deposit will not be required of landlords, in good standing, during the interim period of a tenant change if the account is left active for the landlord. If a consumer has an unpaid bill from a previous address, whether charged off, filed with small claims court, or discharged in bankruptcy, the deposit shall not exceed the usual cost of ninety days of water service or the maximum amount permitted by the Iowa State Code.

2.21.1

An account holder in good standing is not required to place a deposit for an additional account. An account holder in good standing is defined as an account holder having made their last year of payments on time. Residential and commercial accounts are treated separately. New commercial accounts will require a deposit, regardless if the owner has a residential account in good standing, and vice versa.

2.21.2

If an account has been discontinued for non-payment of a billing and the account holder does not have a deposit with the O.M.W.D., the account holder must place a new deposit with the O.M.W.D. The account holder is then treated as a new account holder, with regard to the deposit regulations, and must establish an account in good standing to have their deposit refunded to their account.

2.21.3

Owners of rental properties who have had past due balances may be required to place a deposit for each account prior to the use or consumption of water.

GENERAL

2.22

The consumer, account holder, or property owner shall permit O.M.W.D. to enter upon the premises or building of the consumer to examine the water connections, pipes and meters. Failure to abide by the O.M.W.D. regulations or fraudulent representations or action on the part of the consumer, property owner or account holder, shall give O.M.W.D. the right to immediately discontinue water service.

2.23

In the process of performing service work at an occupied residence, the O.M.W.D. requires that a responsible party of legal age representing the account holder be present. If there is an emergency or there is a compelling circumstance, an O.M.W.D. employee may enter without a representative of the account holder present.

2.24

No person shall make any connection or disconnection to, or in any manner perform any work upon any of the mains, connections or appliances pertaining to the O.M.W.D., without being governed strictly by the regulations now in force or hereafter adopted by the Board of Trustees of the O.M.W.D.

2.25

O.M.W.D. may interrupt a consumer's water supply in order to make repairs to the system. An effort will be made to provide 24 hour advance notification of any interruption. In case of emergency, such as a water main break, mains or service lines may be shut down without notification.

SERVICES/CURB STOPS

2.26

No branches are to be made in any service line for the purpose of supplying water to separate locations. Each residence or business must have its own service line. Separation of existing branched service lines must take place when any repair or replacement of the line is needed. New construction of apartments, multi commercial or multi residential structures, of 4 units or less, where there will be more than one water meter, shall be required to have an individual service line per unit.

2.27

Repair of existing lead or galvanized service lines will not be permitted. Replacement of such service lines is mandatory, using materials complying with the Standard Specifications in the O.M.W.D. Rules and Regulations manual.

2.28

All repair or replacement of service lines, curb stops or stop boxes must be inspected by the O.M.W.D. before backfilling. An inspection fee will be charged.

2.29

All new service lines must be furnished with an approved shut off valve on both sides of the water meter. Upon entering the structure, the first valve must be located within 9 inches of the inside wall. The first valve must be threaded to the meter coupling on the incoming side of the meter. The second valve must be threaded to the meter coupling on the discharge side of the meter.

2.30

All new service lines must be furnished with an approved tracer wire. The wire shall be a #12 gauge solid copper Type TW or THHN (coated). The tracer wire shall be taped to the new service line beginning at the corporation and extending to the curb stop. At this point the wire shall be extended up the stop box to ground level then looped back down continuing on to the meter setting. In the event a partial replacement of a service line is necessary, a tracer wire shall be installed on the portion of the service being replaced.

2.31

All abandoned service lines must be shut off and disconnected at the main at the expense of the account holder.

2.32

If a structure, on a parcel of property serviced by O.M.W.D., is demolished and the account holder has communicated to the O.M.W.D. an intent to rebuild, a service line may remain for up to one year. If extraordinary circumstances warrant an extension of time, as solely determined by O.M.W.D, in no case shall an extension be granted for longer than 24 months from the date of demolition.

2.33

The O.M.W.D. shall not be responsible for pipes and fixtures belonging to the property owner, or damages to same for any reason. All owners, at their own expense, must install and maintain a service line from the O.M.W.D. water mains in good working order. Service lines must be properly protected from frost and other dangers. No claims shall be made against O.M.W.D. due to the breaking of any service line, or failure in the supply of water.

2.34

In case of an inoperable curb stop or a leak in any service line, the owner of the premises shall be notified in writing, and if the necessary repairs are not completed within the time frame and other specified terms according to the written notice, the Water Department, at their discretion, may make such repairs as are necessary or shut off the water at the main, assess damages and charge the expense thereof to the owner of the service, which expense shall be paid before the water is turned on again.

2.35

The location and type of all stop boxes and curb stops shall meet with the approval of the O.M.W. D. before being installed.

2.36

All curb stops and stop boxes on the service line must be operable, and approved by the O.M.W.D. Stop boxes must be accessible at all times. All curb stops and service lines shall be installed four and one-half feet below the surface of the ground.

2.37

Work will not be permitted on any service line from the meter to the water main without the approval of the O.M.W.D.

2.38

Licensing and Bonding requirements set forth by the City of Oskaloosa must be met by any persons performing work within the City of Oskaloosa.

2.38

Removal or obstruction of valve or stop box covers on any public or private water line will not be permitted without the permission of the O.M.W.D.

BILLING and COLLECTIONS

2.400

Payment for commercial and residential utility accounts is due and payable by 5:00 p.m. on the fifteenth day of each month. If the fifteenth day of the month falls on a weekend or holiday, payments may be made by 5:00 p.m. the next business day without penalties assessed.

Payment may be made by mail or at the O.M.W.D office located at 1208 S. Street, Oskaloosa, Iowa 52577. Payment may also be made by automatic debit to a checking account or online through the City of Oskaloosa website by means of credit card or check card.

Utility accounts with an unpaid balance after the due date will be assessed a penalty of 5%. An account with a balance that is more than forty dollars (\$40) and that is not paid within ten days of the due date will be subject to discontinuance.

Non-utility charges are due and payable on or before the due date. If not paid ten days of the due date, consumers will be subject to discontinuance of their utility service.

2.401

All accounts, with an unpaid balance of forty dollars (\$40.00) or more that have not been paid before 5:00 p.m. the day before the scheduled disconnect date will be assessed a fee of forty dollars (\$40.00).

2.402

The O.M.W.D. may cause a lien to be placed against property under Section 384.84 of the Code of Iowa as amended unless such property has been exempted from lien under Section 384.84 of the Code of Iowa. Any lien filing shall be in accordance with applicable provisions, including notice provisions of Section 384.84 of the Code of Iowa.

2.403

Requests for a hearing pertaining to the date in which water service is discontinued must be made two business days prior to the discontinuance date. Hearings will be held between the hours of 8 a.m. and 5 p.m. The hearing officer shall be the General Manager of the O.M.W.D. or his/her designee. The hearing shall be held within two business days of the request. The decision of the hearing officer is final.

2.404

In the case of a customer who has been disconnected, has a delinquent bill, or for whom credit action is pending, service will not be reinstated at that location or any other location in the name of another occupant, if the customer or any other person liable for payment of the delinquent bill(s) continues to occupy or receive benefit of water service, unless arrangements are made to pay for the unpaid bill.

2.405

All consumers are bound by the O.M.W.D. rules and regulations. All account holders are required to complete an application for water service.

2.406

Recognizing that there are organizations that exist to provide assistance to residents that qualify for financial need, the O.M.W.D. will permit certain social services agencies to guarantee payment of accounts. These agencies include but are not limited to: Mahaska County Relief, Commission of Veteran Affairs, and the Iowa Department of Human Services.

Social Service agencies may guarantee payment of an overdue account and prevent the discontinuance of water service to that account by providing a guarantee in writing to the O.M.W.D. Office Manager.

2.407

When water service has been discontinued due to non-payment of bills, the service will not be continued until all arrears are paid, together with any additional service charges or fees which have been assessed. Any account holder with discontinued service due to non-payment who does not have a deposit, will be required to pay all arrears, the service charge, and a deposit not exceeding the usual cost of ninety days of water service in accordance with Section 384.84 of the Code of Iowa..

2.408

No consumer whose water service has been discontinued shall be allowed to turn on the water, or permit the same to be done, without the approval of the O.M.W.D.

2.409

In the event of errors in the amount billed for water service the amounts due to or from customers shall be subject to retroactive adjustment for a period not more than five (5) years prior to the date of discovery of the error.

2.410

The O.M.W.D. General Manager has the authority, and may, waive or extend the time restrictions and fees in connection with the repair or replacement of leaking service lines and repair or replacement of curb stops.

Section 3 – General Design Requirements

The design of water distribution system shall conform to the O.M.W.D.'s Standard Specifications for Water Main Construction copies available at the O.M.W.D. office.

3.1

The O.M.W.D. will not, hereafter, extend any mains beyond corporate limits of the City until and unless such areas are incorporated by annexation.

3.2

The Water Department will not finance main extensions to or within new subdivisions or other developments. The subdivider shall pay for all water main, hydrants, and taps. All installations shall be inspected by the Water Department. When existing mains are inadequate to accommodate a newly annexed area and new mains need to be installed within the present city limits to get the volume necessary for this newly annexed area, it will be done at the expense of the developer of the newly benefited area. All extensions must be drawn up by a registered engineer and the Oskaloosa Municipal Water Department. Specifications for pipe, fitting and hydrants are on file at the Water Department.

3.3

All new water mains for subdivisions, or other developments, shall remain the total responsibility of the subdivider or developer for maintenance of the same for a period of two years. After the two year period has passed, the water mains, all hydrants and valves, and other appurtenances except water services shall AUTOMATICALLY become the property of the Oskaloosa Water Department. A "Permit Form for Water main Construction" must be submitted by the subdivider/developer to the Water Superintendent, along with plans for the said water main extension prepared by a professional engineer and certifying that the said plans meet all the current regulations of the Iowa Department of Natural Resources and these Rules and Regulations of the O.M.W.D." The permit must be approved by the Water Board. The subdivider or developer shall provide all necessary easement(s) for egress and ingress for maintenance of the said water main. Said easements(s) shall hold the Water Department free from paying for any damages to buildings, shrubs, yards, gardens, etc. which may be disturbed during such maintenance operations within the boundaries of the easement. Water main easements(s) shall be a minimum of 20' wide, 10' on each side of the water main. The said easement(s) shall be in a form approved by the Water Department attorney, and shall be executed prior to commencement of construction of the water main. The permit provides a place for signing off by the Water Superintendent when the construction is completed and the two year period starts. During the two year period, the subdivider/developer must also maintain problems due to settling, or other problems caused by laying the water main. (January 12, 1982. Form of permit is included herein on the following page.)

3.4

Water main extensions and additions to the distribution system shall meet requirements of General Design Requirements of these Rules and Regulations.

3.5

Construction of water main extensions and additions to the distribution system shall meet requirements of General Design Requirements of these Rules and Regulations.